

## Application Training and Support

**CHANCERY SMS OVERVIEW AND NAVIGATION (SECONDARY ONLY) FALL 2009**

**Expected Outcome:** To introduce the user to the basic functions of Chancery - Overview and Navigation.

**Audience:** Secondary Campus Administrators Only - Principals, Assoc. Principals, Asst. Principals

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
09-OCT-2009 - 09-OCT-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910053
17-NOV-2009 - 17-NOV-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910054

**PEIMS EDIT + (FALL 2009)**

**Expected Outcome:** Campus principals will have access to the TEA state database used by districts to ensure that the data reported meets the data standards established by TEA. Campuses use EDIT+ to locate students no longer in DISD who may have enrolled in another Texas public or Texas charter school.

**Audience:** Campus Administrators, Principals, Assistant Principals, Associate Principals

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
06-OCT-2009 - 06-OCT-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910059
10-NOV-2009 - 10-NOV-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910060

**STUDENT DISCIPLINE SYSTEM FOR ADMINISTRATORS - FALL 2009**

**Expected Outcome:** This course will introduce the participant to the student discipline system. Creating and printing discipline referrals, sending referrals to the Office of Student Discipline for approval and monitoring the AEP completion of a referral will be covered.

**Audience:** Campus Administrators, Principals, Assistant Principals, Associate Principals

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
08-OCT-2009 - 08-OCT-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910056
04-NOV-2009 - 04-NOV-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910057

**STUSYS ADMINISTRATOR FUNDAMENTALS - FALL 2009**

**Expected Outcome:** Acquire knowledge of 1) student information available to school administrators 2) navigate through the student system application, 3) look up student information, 4) print various useful reports, 5) the ENCORE Special Education, SAMS truancy system and MyData Portal web site.

**Audience:** Campus Administrators, Principals, Assistant Principals, Associate Principals

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
09-OCT-2009 - 09-OCT-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910047
02-NOV-2009 - 02-NOV-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910048

Application Training and Support
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**STUSYS ATTENDANCE & STATISTICAL REPORTS FOR ADMINISTRATORS - FALL 2009**

**Expected Outcome:** This course will teach the campus administrator charged with attendance oversight the purpose and procedures involved in the preparation of the six-weeks statistical report. Various attendance and statistical reports will be reviewed in detail.

**Audience:** Campus Administrators, Principals, Assistant Principals, Associate Principals

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

<b>Start and End Dates</b>	<b>Start and End Times</b>	<b>Location</b>	<b>Class Code</b>
13-OCT-2009 - 13-OCT-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910050
05-NOV-2009 - 05-NOV-2009	08:00 - 10:00	ADMINISTRATION BUILDING, ROOM 204	10910051

## Appraisal Management

**CENTRAL STAFF PERFORMANCE SCORECARD (3R) TRAINING 09/10**

**Expected Outcome:** Participants will have a thorough understanding of the planning/goal setting conferencing process which includes: 1) Identifying job family for each employee; 2) reviewing job description and expectations to finalize Performance Area IV with each employee use standard Key Success Measures for identified employees; and 3) reviewing forms, scoring procedures and rating guidelines.

**Audience:** All Campus Administrators and Central Staff Supervisors/Mangers

**Staff Development Credit:** 3.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
16-OCT-2009 - 16-OCT-2009	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910033
06-NOV-2009 - 06-NOV-2009	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910034
14-DEC-2009 - 14-DEC-2009	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910035
15-JAN-2010 - 15-JAN-2010	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910036
05-FEB-2010 - 05-FEB-2010	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910037
05-MAR-2010 - 05-MAR-2010	08:30 - 11:30	WM. H. COTTON 2ND FLOOR CONF. ROOM (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910038

Appraisal Management
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**DISD ONLINE EMPLOYEE APPRAISAL PROCESS (PDAS AND 3R) 09/10**

**Expected Outcome:** Participants will have a thorough understanding of the Oracle online appraisal process which includes: 1) assigning employees to be appraised to associate principals and assistant principals through the Appraiser Setup responsibility; 2) through Oracle, entering employee appraisal scores and list of 'less than annual' teachers; and 3) printing Signature pages that document the submission-through Oracle-of summative appraisal scores for all campus-based employees. Attendees must have Oracle appraisal link: DISD Employee Appraisal System.

**Audience:** All Campus and Central Administrators: Principals, Assoc. Principals, Asst. Principals, All Supervisors/Mangers, All New Campus Administrators, Principals/Supervisors/Managers

**Staff Development Credit:** 2.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
21-OCT-2009 - 21-OCT-2009	16:00 - 18:00	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910039
18-NOV-2009 - 18-NOV-2009	16:00 - 18:00	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910040
09-DEC-2009 - 09-DEC-2009	16:30 - 18:30	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910041
20-JAN-2010 - 20-JAN-2010	16:30 - 18:30	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910042
17-FEB-2010 - 17-FEB-2010	16:00 - 18:00	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910043
31-MAR-2010 - 31-MAR-2010	16:00 - 18:00	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910044
07-APR-2010 - 07-APR-2010	16:00 - 18:00	WM. H. COTTON ORACLE LAB - 3RD FLOOR (SERVICE CENTER 2, 3701 S. LAMAR, 75215)	10910045

## Counseling Services

**WHAT IS AN OUTSTANDING SCHOOL COUNSELING PROGRAM? 09/10**

**Expected Outcome:** Administrators will understand state and district mandates for a developmental guidance and counseling program, the district Program Standards for a school counseling program, and how the school counseling program contributes to student success.

**Audience:** Principals and other Campus Administrators

**Staff Development Credit:** 3.5 Hours Administrator PD Credit

<b>Start and End Dates</b>	<b>Start and End Times</b>	<b>Location</b>	<b>Class Code</b>
15-OCT-2009 - 15-OCT-2009	08:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910078
05-NOV-2009 - 05-NOV-2009	13:00 - 16:30	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910079

## Professional Development

**GANG AWARENESS: THINK BEYOND GANGS - DEVELOP YOUTH**

**Expected Outcome:** Dallas ISD staff can expect to increase their understanding of current gang-related issues that affect our students and campuses. Staff will be empowered to recognize elements of situations that could be potentially gang-related. Appropriate methods of prevention and intervention will be explored.

**Audience:** Campus Administrators, Teachers, Campus Support Staff, Teacher Assistants, Central Administrators, and all other Dallas ISD staff.

**Staff Development Credit:** 3.5 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
20-OCT-2009 - 20-OCT-2009	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910066
17-NOV-2009 - 17-NOV-2009	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910067
01-DEC-2009 - 01-DEC-2009	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910068
26-JAN-2010 - 26-JAN-2010	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910069
23-FEB-2010 - 23-FEB-2010	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910070
23-MAR-2010 - 23-MAR-2010	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910071
27-APR-2010 - 27-APR-2010	8:30 - 12:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910072

**INSTRUCTIONAL INSTITUTE 09/10**

**Expected Outcome:** Associate and Assistant Principals will receive updated information on school operations and compliance issues from a wide variety of self-selected topics.

**Audience:** Campus Administrators (Associate & Assistant Principals)

**Staff Development Credit:** 14.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
23-NOV-2009 - 24-NOV-2009	08:00 - 16:00	BRYAN ADAMS HS	10910016

**POSITIVE BEHAVIOR SUPPORT- COACHING CLASSROOM MANAGEMENT - ADMINISTRATOR'S ROLE**

**Expected Outcome:** Led by a Safe and Civil Schools consultant, this course helps administrators implement proven, research-based classroom management practices through coaching - and see the plan through to success. The intended audience is anyone charged with helping teachers. Coaching classroom management program becomes a reality. This is a two day session; the second day is scheduled from 8:00 a.m. - 11:30 a.m. PARTICIPANT MUST ATTEND BOTH DAYS TO RECEIVE CREDIT.

**Audience:** All Campus Administrators

**Staff Development Credit:** 10.5 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
08-DEC-2009 - 09-DEC-2009	08:00 - 16:00	NOLAN ESTES	10910080

## Professional Development

**POSITIVE BEHAVIOR SUPPORT SERIES: CHAMPS CLASSROOM MGMNT FOR ADMINISTRATORS**

**Expected Outcome:** Led by a Safe and Civil Schools consultant, administrators will learn how to implement the CHAMPS classroom management model. CHAMPS is a research-based model that ensures positive, proactive, and instructional classroom management. Content will include seven modules: Vision, Organization, Expectations, The First Month, Monitor and Revise, and Correction Procedures.

**Audience:** All Campus Administrators

**Staff Development Credit:** 7.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
16-FEB-2010 - 16-FEB-2010	08:00 - 16:00	NOLAN ESTES	10910081

**THE BREAKTHROUGH COACH FOR CAMPUS ADMINISTRATORS 09/10**

**Expected Outcome:** Participants will learn "how to work less, play more and still get the job done in a normal school week."

**Audience:** Campus Administrators (Principals, Assistant Principals, and Associate Principals returning to the District)

**Staff Development Credit:** 14.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
19-JAN-2010 - 20-JAN-2010	08:00 - 16:00	SCHOOL SUPPORT SERVICE CENTER (BUCKNER BLDG) 7TH FLOOR	10910074

**THE LEADER IN ME--VISION DAY**

**Expected Outcome:** Participants will learn about how this new Covey book, along with the "Seven Habits of Highly Effective People", can impact school performance.

**Audience:** Elementary and Secondary Principals

**Staff Development Credit:** 7.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
06-OCT-2009 - 06-OCT-2009	08:00 - 16:00	NOLAN ESTES PLAZA, TRAINING ROOM A	10910097

**THE SACRIFICIAL LEADER: SOPHOCLES' ANTIGONE - SPRING 2010**

**Expected Outcome:** To empower the learning leader to consider the cost and challenges of leadership and which "battles" to wage, Master and Lead Principals will convene at the Dallas Institute of Humanities and Culture and discuss the ancient classic, Antigone, and other works of literature and philosophy. How much should a leader be willing to sacrifice? What kind of sacrifice hurts the community or the one in charge? These and other vital questions of leadership will be explored. Breakfast, lunch and reading materials are included in the \$75. registration fee. A one-day conference conducted offered on January 11 or January 14 (Select one). To enroll, contact Dr. Claudia Allums at callums@dallasinstitute.org by December 1, 2009 and register in Oracle (214/981-8813).

**Audience:** Campus Administrators, Master and Lead Principals

**Staff Development Credit:** 7.0 Hours Administrator PD Credit

Start and End Dates	Start and End Times	Location	Class Code
11-JAN-2010 - 11-JAN-2010	8:45 - 16:30	THE DALLAS INSTITUTE	10910063
14-JAN-2010 - 14-JAN-2010	8:45 - 16:30	THE DALLAS INSTITUTE	10910064