



2023-2024 New ESP Employee Orientation Agenda & Job Embedded Trainings

Information to know regarding ESP Training and Attendance:

- Through the Meet and Confer process, the Education Support Professional (ESP) Council and Board of Education (BOE) agreed to improving training opportunities for ESP employees. Work is being done to develop the quarterly New ESP Employee Orientation (NEO) and job-specific training. It is agreed that providing professional learning offerings builds employee capacity and improves district services.
- Principals are encouraged to release ESP to attend the full day New ESP Employee Orientation as part of the job requirement.
- Principals have final say on employee attendance. If the length of training is longer than the employee’s contracted time, the additional hours the employee attends are voluntary.
- When possible, training will be offered in both the AM and the PM. This will accommodate staff in similar positions to engage in training while not sacrificing building coverage.
- Presentation times below are estimated and subject to change.

Event Title	Save the Date(s)	Topic(s)	
<i>New ESP Employee Orientation</i> <ul style="list-style-type: none"> • <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> • Occurs quarterly • Attend date closest to start date • In-Person training • Full Day • Located at the Tesla PD Center, 2560 International Cr. COS, CO 80910 	August 14, 2023	Time	Topics
	October 16, 2023 January 5, 2024 March 14, 2024	6:00 to 7:00	Voluntary Early Bird Laptop Distribution
		7:00 to 7:45	Voluntary Breakfast
		7:45 to 8:15	Welcome from Superintendent Gaal/CAO Acevedo
		8:15 to 8:30	Welcome from ESP President Kevin Cook
		8:30 to 9:30	Technology Basics: How to Use D11 Technology
		9:30 to 9:45	Break
		9:45 to 10:45	Human Resources, Navigating PeopleSoft Self-Service, Calendar, and TCP
		10:45 to 11:00	Payroll
		11:00 – 11:15	Security
		11:15 to 12:00	Lunch
		12:00 to 12:30	My Benefits and EAP
		12:30 to 2:00	Breakouts: My ESP Evaluation, Para-Educators Schoology, How to Navigate Essential Trainings, ESP Meet and Greet
		2:00 to 2:15	Break
2:30 to 3:00	PERA Retirement and Q&A		
3:00 to 3:30	Closure, Reflection & Survey		



2023-2024 New ESP Employee Orientation Agenda & Job Embedded Trainings

<p>New ESP Job Specific Training</p> <ul style="list-style-type: none"> • <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> • Occurs on a variety of District training days • Half or full Day Attendance • Online Essential Trainings can be completed during this time 	<p>August 10 & 11, 2023 OR as planned & scheduled by department supervisors</p> <p>October 13, 2023</p> <p>January 3, 2023</p> <p>March 15, 2024</p>	<p>New ESP Employees ONLY- Please discuss training times with your supervisor.</p> <p>Site Specific Orientation</p> <ol style="list-style-type: none"> 1. Required Attendance for new employees 2. Occurs as employees arrive to the department 3. Supervisors develop and implement a new employee training based on immediate job specific, "Need to Know" items 4. Potential Topics: <ul style="list-style-type: none"> ○ Where to park ○ How to get your District ID ○ Provide keys ○ Where to put personal belongings ○ Where to clock in and out ○ Introduce to teams ○ Safety First expectations ○ Break and Lunch times
<p>Existing ESP Job Specific Training</p> <ul style="list-style-type: none"> • <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> • Occurs on a variety of District training days • Half or full Day Attendance • Online Essential Trainings can be completed during this time 	<p>August 10 & 11, 2023 OR as planned & scheduled by department supervisors</p> <p>October 13, 2023</p> <p>January 3, 2023</p> <p>March 15, 2024</p>	<p>ALL ESP- Please discuss training options with your supervisor.</p> <p>Job Specific Training</p> <p>Training is Under Construction to align with ESP Job Families. Examples of topics of trainings may include:</p> <ol style="list-style-type: none"> 1. Who are my "GO TO" support staff? 2. What are my "Must Know" of this role/position? <ul style="list-style-type: none"> ○ Content Knowledge ○ Policies/Laws/Facts ○ Personal and Environmental Safety 3. Develop skills and practices of employees <ul style="list-style-type: none"> ○ How do I do this task? Where can I go to learn? ○ What resources do I have to refer to? 4. How do I manage District technology, equipment, and data? <ul style="list-style-type: none"> ○ How do I manage personal and professional data? ○ How do I operate this piece of technology or equipment? ○ How do I complete this online work task? 5. Continued learning as determined by the trainer(s)