



Romoland School District

CLASSIFIED SCHOOL EMPLOYEE

Professional Development Calendar
2023-2024

Table of Contents

Overview.....	2
Pay/Time Card Process.....	3
OMS - RSD Classified Professional Development Events Calendar.....	4
District Wide - All Classified Staff Training.....	5
Group Trainings	6
Campus Supervisor.....	7
Noon Duty Supervisor.....	8
School Secretary.....	9
Attendance Clerk.....	10
School Site Clerk (Engagement Clerk).....	11
Health Tech/LVN.....	12
Technology/Library Tech.....	13
Custodian & Maintenance.....	14
Nutrition Services.....	15
Expanded Learning Program.....	16
Classified Return to Work Day Professional Development Rotations.....	17
Training Descriptions.....	18-19

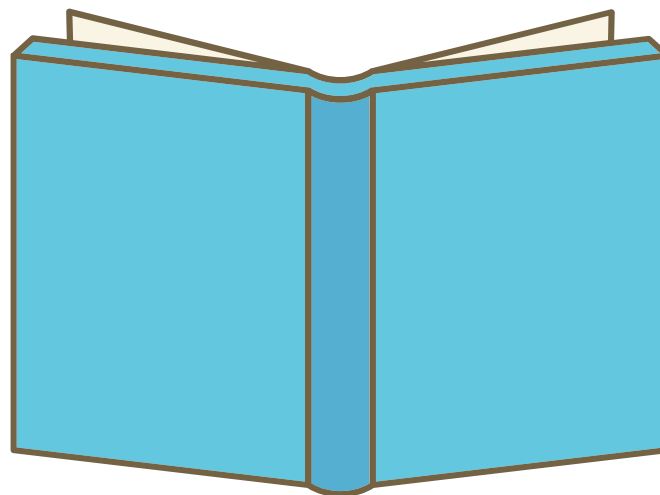
Overview

Classified School Employee Professional Development Calendar

The Romoland School District's vision is "Through fiscal solvency, Romoland School District will offer our students a rich and rigorous academic foundation." In order to accomplish this, professional development for all of our staff has been identified as a priority. During the course of the school year, all classified staff will participate in a variety of professional development opportunities ranging from required trainings for California school district staff, to training sessions on best practices and how to support students while they are on campus.

Training will take place in either a two-hour format on a regularly scheduled school day, or a full-day format on non-student days. Please reference the professional development calendar for course objectives and descriptions as well as training dates based on staff assignment.

This PD plan covers the entire 2023-2024 school year and there is a possibility that changes may need to be made in the future regarding training dates and/or locations.



OMS - RSD Classified Professional Development Events Calendar

Create Your Account

To create your Organization Management System (OMS) account, first, navigate to

https://romoland.k12oms.org/create_account.php


If you have attended a training session using the OMS (with *any* California district or county schools) previously, you will not have to create another account. Your login information will already be in the system even if you attended an OMS training while working in another district or county.

Choosing An Event

After logging in to the OMS successfully you will be able to view the Scheduled Events.

The screenshot shows the 'Create New OMS Account' page for Romoland School District. The page header includes the district logo and name, 'Proudly Educating Our Community's Children Since 1927', and a 'Manage OMS Account' link. The main navigation bar contains 'Scheduled Events', 'Event Directory', and 'Help', along with a search bar and a 'Go' button. The page content is titled 'Create New OMS Account' and includes a note about existing accounts. The 'Your Personal Details' section contains several form fields: First Name, Middle Initial, Last Name, E-mail Address (with a retype field), Phone Number (with area code, exchange, and extension fields), Position Category (a dropdown menu), Job Title (a text field with examples), Grade Level (a dropdown menu), Educational Organization (radio buttons for 'I currently work for a California school, district, or county office.' and 'I do NOT work for a California school, district, or county office.'), County (a dropdown menu), District (a dropdown menu), and School (a dropdown menu). The 'Your Password' section includes Password and Re-type Password fields, with a red error message 'Password must be at least 8 Characters' below the first field. A yellow 'Continue' button is located at the bottom right of the form.

Manage OMS Account

 **Romoland School District**
"Proudly Educating Our Community's Children Since 1927"

Romoland School District Event Calendar

Scheduled Events Event Directory Help Search Calendar Go

Home : Create New Account

Create New OMS Account

NOTE: If you already have an account with us, please login at the [login page](#)

Your Personal Details

* First Name

Middle Initial

* Last Name

* E-mail Address
Retype Email Address

Phone Number () - Ext.

* Position Category -- Please Select Position Category --
Please select the Position Category that **most** closely describes your position.

* Job Title
Please enter your **current** Position/Title.
(Examples: Special Ed. Teacher, Coordinator, Assistant Superintendent)

* Grade Level -- Please Select Grade Level --
Please select the Grade Level that **most** closely describes your position.

* Educational Organization
 I currently work for a California school, district, or county office.
 I do **NOT** work for a California school, district, or county office.

County -- Select County --
Select the California County where you work

District -- Select District --

School -- Select School --

Your Password

* Password
Password must be at least 8 Characters

* Re-type Password

Continue

District Wide - All Classified Staff

Required Trainings

Title	Date	Time	Location	Facilitator
Mandated Reporter	August 9, 2023	8:00 AM - 12:00 PM	Mesa View ES	John Murray
Sexual Harassment (If not completed in 22-23)	Due Oct. 1, 2023	Independent	Online	Keenan Module
Youth Suicide (If not completed in 22-23)	Due Oct 1, 2023	Independent	Online	Keenan Module
School Site Safety Plan	August 9, 2023	1:30 PM - 3:00 PM	School Sites	Site Administrators

Optional Full Day Trainings

Title	Date	Time	Location	Facilitator
First Aid & CPR Training	November 1, 2023	8:00 AM - 3:0 PM	Mesa View Library	Heart Savers CPR
First Aid & CPR Training	January 5, 2024	8:00 AM - 3:00 PM	Board Room	Hear Savers CPR
ProAct	July 19-21, 2023	8:00 AM - 4:40 PM	Boulder Ridge MPR	Candace Boulais
ProAct	January 3-5, 2024	8:00 AM - 4:40 PM	TBD	Candace Boulais
ProAct	June 11-13, 2024	8:00 AM - 4:40 PM	TBD	Candace Boulais
Classified Summer Workshop	June 14, 2024	8:00 AM - 2:00 PM	TBD	Vanessa Rodriguez

Group Trainings

Training Groups

GROUP 1

Instructional Aide I
Noon Duty Supervisor
TK Instructional Aide

GROUP 2

Instructional Aide II
Bilingual Aide
PE Aide
Campus Supervisor

2 Hour Trainings - GROUP 1 (Trainings are mandatory if they take place during your regular work hours)

Title	Date	Time	Location	Facilitator
Site Specific PD #1	September 20, 2023	1:15 PM - 3:15 PM	School Sites	Site Administrators
Contributing to a Positive Workplace Culture	October 4, 2023	1:00 PM - 3:00 PM	Romoland Elem. MPR	Vanessa Rodriguez
Trauma Informed Care Session #1	October 25, 2023	1:15 PM - 3:15 PM	Harvest Valley MPR	RCOE
Trauma Informed Care Session #2	December 13, 2023	1:15 PM - 3:15 PM	Romoland Elem. MPR	RCOE
Navigating Challenging Situations	February 28, 2023	1:15 PM - 3:15 PM	Romoland Elem. MPR	John Murray
Site Specific PD #2	March 13, 2024	1:15 PM - 3:15 PM	School Sites	Site Administrators
Supporting Students with Special Needs	April 24, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	Candace Boulais

2 Hour Trainings - GROUP 2 (Trainings are mandatory if they take place during your regular work hours)

Title	Date	Time	Location	Facilitator
Site Specific PD #1	September 20, 2023	1:00 PM - 3:00 PM	School Sites	Site Administrators
Contributing to a Positive Workplace Culture	September 27, 2023	1:15 PM - 3:15 PM	Mesa View MPR	Vanessa Rodriguez
Trauma Informed Care Session #1	November 29, 2023	1:15 PM - 3:15 PM	Mesa View MPR	RCOE
Trauma Informed Care Session #2	January 31, 2023	1:15 PM - 3:15 PM	Mesa View MPR	RCOE
Site Specific PD #2	March 13, 2024	1:00 PM - 3:00 PM	School Sites	Site Administrators
Navigating Challenging Situations	March 27, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	John Murray
Supporting Students with Special Needs	May 29, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	Candace Boulais

Campus Supervisor

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Campus Supervisor Professional Development				
Title	Date	Time	Location	Facilitator
Site Specific PD #1	September 20, 2023	1:00 PM - 3:00 PM	Ethan A. Chase	Site Administrators
Contributing to a Positive Workplace Culture	September 27, 2023	1:15 PM - 3:15 PM	Mesa View MPR	Vanessa Rodriguez
Trauma Informed Care Session #1	November 29, 2023	1:15 PM - 3:15 PM	Mesa View MPR	RCOE
Campus Supervisor Collaboration #1	October 4, 2023	1:00 PM - 3:00 PM	Ethan A. Chase	Dominic Tassone
Campus Supervisor Collaboration #2	December 6, 2023	1:00 PM - 3:00 PM	Ethan A. Chase	RCOE
Trauma Informed Care Session #2	January 31, 2024	1:15 PM - 3:15 PM	Mesa View MPR	Dominic Tassone
Navigating Challenging Situations	March 27, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	John Murray
Campus Supervisor Collaboration #3	Spring	1:00 PM - 3:00 PM	Ethan A. Chase	Dominic Tassone
Supporting Students with Special Needs	May 29, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	Candace Boulais

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid & CPR Training	November 1, 2023	8:00 AM - 3:00 PM	Mesa View Library	Heart Savers CPR
ProACT	June 11-13, 2024	8:00 AM - 4:00 PM	TBD	Candace Boulais
CSEA Summer Workshops Series	June 14, 2024	8:00 AM - 2:00 PM	TBD	Human Resources

Noon Duty Supervisor *Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours*

Noon Duty Supervisor Professional Development				
Title	Date	Time	Location	Facilitator
Noon Duty Supervisor Collaboration #1	September 6, 2023	1:15 PM - 3:15 PM	Board Room	Vanessa Rodriguez
Site Specific PD #1	September 20, 2023	1:15 PM - 3:15 PM	School Sites	Mary Godoy
Contributing to a Positive Workplace Culture	October 4, 2023	1:00 PM - 3:00 PM	Romoland Elementary MPR	Site Administrators
Trauma Informed Care Session #1	October 25, 2023	1:15 PM - 3:15 PM	Harvest Valley MPR	RCOE
Noon Duty Supervisor Collaboration #2	December 6 2023	1:15 PM - 3:15 PM	Board Room	Mary Godoy
Trauma Informed Care Session #2	December 13, 2023	1:15 PM - 3:15 PM	Romoland Elementary MPR	RCOE
Navigating Challenging Situations	February 28 2024	1:15 PM - 3:15 PM	Romoland Elementary MPR	John Murray
Site Specific PD #2	March 13, 2024	1:00 PM - 3:00 PM	School Sites	Site Administrators
Supporting Students with Special Needs	April 24, 2024	1:15 PM - 3:15 PM	Boulder Ridge Library	Candace Boulais
Noon Duty Collaboration #3	May 29, 2024	1:15 PM - 3:15 PM	Board Room	Mary Godoy

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid & CPR Training	November 1, 2023	8:00 AM - 3:00 PM	Mesa View Library	Heart Savers CPR
Playworks (<i>TENTATIVE</i>)	January 2-3, 2024	8:00 AM - 3:00 PM	Board Room	Michelle Wise
ProACT	June 11-13, 2024	8:00 AM - 3:00 PM	TBD	Candace Boulais
CSEA Summer Workshops Series	June 14, 2024	8:00 AM - 2:00 PM	TBD	Human Resources

Secretary

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Training and Meeting Schedule				
Title	Date	Time	Location	Facilitator
Office Staff Return to Work Day	July 24, 2023	7:30 AM - 3:15 PM	Board Room	Vanessa Rodriguez
Systems Refresher	July 27, 2023	1:00 PM - 3:30 PM	District PD Room	Yana Rodriguez
Secretary Collaboration*	August 23, 2023	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Contributing to a Positive Workplace Culture	October 12, 2023	1:30 PM - 3:30 PM	Board Room	Vanessa Rodriguez
Secretary Collaboration	September 13, 2023	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Site Specific PD #1	September 20, 2023	1:00 PM - 3:00 PM	School Sites	Site Administrators
Secretary Collaboration*	October 25, 2023	1:00 PM - 3:00 PM	District PD Room	Latoya Parra
Secretary Collaboration	November 8, 2023	1:00 PM - 3:00 PM	District PD Room	Latoya Parra
Secretary Collaboration*	December 6, 2023	1:00 PM - 3:00 PM	Ed Services Conference Room	Latoya Parra
Secretary Collaboration*	January 24, 2024	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Secretary Collaboration*	February 28, 2024	1:00 PM - 3:00 PM	District PD Room	Latoya Parra
Secretary Collaboration	March 20, 2024	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Secretary Collaboration	April 17, 2024	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Secretary Collaboration*	May 1, 2024	1:00 PM - 3:00 PM	Board Room	Latoya Parra
Secretary Collaboration	June 14, 2024	1:00 PM - 3:00 PM	Board Room	Latoya Parra

**Principals will join for the second hour*

Optional Full Day Training				
Title	Date	Time	Location	Facilitator
First Aid/CPR Training	August 1, 2023 January 5, 2024	8:00 AM-3:00 PM	Mesa View Library Board Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14, 2023	8:00 AM-2:00 PM	TBD	Human Resources

Attendance Clerk

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Training and Meeting Schedule				
Title	Date	Time	Location	
Office Staff Return to Work Day	July 24, 2023	7:30 AM - 3:30 PM	Board Room	Vanessa Rodriguez
Contributing to a Positive Workplace Culture	September 7, 2023	10:45 AM - 12:45 PM	Board Room	Vanessa Rodriguez
Attendance Team Collaboration #1	September 19, 2023	1:00 PM - 4:00 PM	Board Room	Carmen Hopkins
Attendance Team Collaboration #2	December 1, 2023	1:00 PM - 4:00 PM	Board Room	Carmen Hopkins
Attendance Team Collaboration #3	February 6, 2024	1:00 PM - 4:00 PM	Board Room	Carmen Hopkins
Attendance Team Collaboration #4	April 16, 2024	1:00 PM - 4:00 PM	Board Room	Carmen Hopkins

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid/CPR Training	August 1, 2023 August 4, 2023	8:00 AM-3:00 PM	RES, Room 7 Board Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14 , 2023	8:00 AM-2:00 PM	TBD	Human Resources

Office Clerk/ Family Engagement Clerk

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Optional 2 Hour Trainings

Title	Date	Time	Location	Facilitator
Return to Work Day	July 24, 2023	7:30 PM - 3:30 PM	Board Room	Vanessa Rodriguez
Overview and Planning Collaboration #1	August 29, 2023	9:00 AM - 11:30 AM	Board Room	Madison Arreola
Contributing to a Positive Workplace Culture	September 27, 2023	1:15 PM - 3:15 PM	Mesa View MPR	Vanessa Rodriguez
Family Engagement Clerk Collaboration #2	October 24, 2023	9:30 AM - 11:30 AM	Board Room	Madison Arreola
Family Engagement Clerk Collaboration #3	January 23, 2024	9:30 AM - 11:30 AM	Board Room	Madison Arreola
Family Engagement Clerk Collaboration #4	April 23, 2023	9:30 AM - 11:30 AM	Board Room	Madison Arreola

Optional Full Day Trainings

Title	Date	Time	Location	Facilitator
First Aid & CPR Training	August 1, 2023 August 4, 2023	8:00 AM-3:00 PM	RES, Room 7 Ed Services, PD Room	Madison Arreola
Marketing & Messaging	January 4, 2024	8:00 AM-3:00 PM	Educational Services	Heart Savers CPR
CSEA Summer Workshop	June 14, 2023	8:00 AM-2:00 PM	TBD	Human Resources

Health Tech/LVN

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Optional 2 Hour Trainings				
Title	Date	Time	Location	Facilitator
Office Staff Return to Work Day	July 24, 2023	7:30 AM - 3:00 PM	Board Room	Vanessa Rodriguez
Beginning of the Year Overview	August 4, 2023	8:00 AM - 4:00 PM	Ed Services Conference Room	Carmen Hopkins
Contributing to a Positive Workplace Culture	October 4, 2023	1:15 PM - 3:15 PM	Romoland Elementary MPR	Vanessa Rodriguez
Communication Best Practices	January 17, 2023	1:00 PM - 3:00 PM	Ed Services PD Room	Carmen Hopkins
Health Files & Documenting Student Health	May 1, 2024	1:00 PM - 3:00 PM	Ed Services PD Room	Carmen Hopkins

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid/CPR Training	August 4, 2023	8:00 AM-4:00 PM	Ed Services Conference Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14 , 2024	8:00 AM-2:00 PM	TBD	Human Resources

Technology/Library Tech *Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours*

Optional 2 Hour Trainings				
Title	Date	Time	Location	Facilitator
Return to Work Day	August 9, 2023	8:00 PM - 3:00 PM	Mesa View	Vanessa Rodriguez
Library Tech Collaboration #1	September 13, 2023	1:30 PM - 3:30 PM	BRES Library	Shail Engstrom
Site Specific PD #1	September 20, 2023	1:00 PM - 3:00 PM	School Sites	Site Admin
Contributing to a Positive Workplace Culture	October 12, 2023	1:15 PM - 3:15 PM	Board Room	Vanessa Rodriguez
Library Tech Collaboration #2	November 8, 2023	1:30 PM - 3:30 PM	EACMS Library	Shail Engstrom
Library Tech Collaboartion #3	January 10, 2024	1:30 PM - 3:30 PM	HVES Library	Shail Engstrom
Library Tech Collaboration #4	March 6, 2024	1:30 PM - 3:30 PM	MVES Library	Shail Engstrom
Site Specific PD #2	March 13, 2024	1:00 PM - 3:00 PM	School Sites	Site Admin
Library Tech Collaboration #5	April 10, 2024	1:30 PM - 3:30 PM	RES Library	Shail Engstrom

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid & CPR	November 1, 2022 January 5, 2024	8:00 AM - 3:00 PM	Mesa View ES Board Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14, 2024	8:00 AM - 2:00 PM	TBD	Human Resources

Custodian & Maintenance *Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours*

2 Hour Trainings				
Title	Date	Time	Location	Facilitator
Contributing to a Positive Workplace Culture	September 7, 2023 Or October 12, 2023	10:45 AM-12:45 PM 1:30 PM - 3:30 PM	Board Room	Vanessa Rodriguez
Keenan- Safety	October 18, 2023	3:00 PM -5:00 PM	BRES PD Room	Jon Parham
Keenan- Safety	January 31, 2024	3:00 PM -5:00 PM	MVES PD Room	Jon Parham
Keenan- Safety	April 24, 2024	3:00 PM -5:00 PM	RES Conference Room	Jon Parham

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid/CPR Training	November 1, 2023 January 5, 2024	8:00 AM-3:00 PM	Board Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14 , 2024	8:00 AM-2:00 PM	TBD	Human Resources

Collaborations				
Title	Date	Time	Location	Facilitator
Custodial Collaboration #1	September 27, 2023	1:00 PM-2:00 PM	Boulder Ridge	Jon Parham
Custodial Collaboration #2	Winter 2023	1:00 PM - 2:00 PM	TBD	Jon Parham
Custodial Collaboration #3	Spring 2024	1:00 PM - 2:00 PM	TBD	Jon Parham
Custodial Collaboration #4	Summer 2024	1:00 PM - 2:00 PM	TBD	Jon Parham

Nutrition Services

Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours

Required Trainings

Title	Date	Time	Location	Facilitator
Safety and Compliance	July 31 2023	9:00 AM - 2:30 PM	Ethan A. Chase	Juan Valencia
Kitchen Procedures, Guidelines and More	August 1, 2023	9:00 AM - 1:30 PM	Ethan A. Chase	Vanessa Rodriguez
Return to Work Day	August 9, 2023	8:00 AM - 3:00 PM	Mesa View ES	Vanessa Rodriguez
Department Mid-Year Training	November 29 2023	2:00 PM - 3:00 PM	TBD	Juan Valencia

Cook Trainings

Title	Date	Time	Location	Facilitator
Menu/Recipe Development Part 1	November 15, 2023	1:45 PM - 3:00 PM	TBD	Juan Valencia
Menu/Recipe Development Part 2	April 17, 2024	1:45 PM - 3:00 PM	TBD	Juan Valencia

Optional Full Day Trainings

Title	Date	Time	Location	Facilitator
CSEA Summer Workshops Series	June 14, 2023	8:00 AM - 2:00 PM	Ethan A. Chase MS	Human Resources

After School Program *Staff are REQUIRED to attend these trainings if they are offered during the staff's regular work hours*

Optional 2 Hour Trainings				
Title	Date	Time	Location	Facilitator
Contributing to a Positive Workplace Culture	September 7, 2023	10:45 AM - 12:45 PM	Board Room	Vanessa Rodriguez
Site Specific PD #1 (Site Lead only)	September 20, 2023	1:00 PM - 3:00 PM	School Sies	Site Admin
Site Specific PD #2 (Site Lead only)	March 13, 2024	1:00 PM - 3:00 PM	School Sies	Site Admin

Trainings & Meetings				
Title	Date	Time	Location	Facilitator
Beginning of the Year Training & Prep	August 7 & 8, 2023	8:00 AM - 5:00 PM	Boulder Ridge	Angie Oseguera & Lilly Ellefsen
Return to Work Day	August 9, 2023	8:00 AM - 3:00 PM	Mesa View	Angie Oseguera & Lilly Ellefsen
Master Class with Boost	December 18-20, 2023	8:00 AM - 5:00 PM	Board Room	Angie Oseguera & Lilly Ellefsen

Optional Full Day Trainings				
Title	Date	Time	Location	Facilitator
First Aid/CPR Training	November 1, 2023 January 5, 2024	8:00 AM - 3:00 PM	Mesa View Library Board Room	Heart Savers CPR
CSEA Summer Workshops Series	June 14, 2024	8:00 AM - 2:00 PM	TBD	Human Resources

Classified Return to Work Day Professional Development Rotations

Time	Group 1	Group 2	Group 3	Group 4
8:00 - 8:40 <i>release 8:40</i>	Welcome! 40 minutes			
8:50 - 9:30 <i>release 9:30</i>	Level Pay & Vacation Calendars Room 1	Best Practices in the Workplace Library	Mandated Reporter MPR	Multi-factor Authentication Room 25
9:40 - 10:20 <i>release 10:20</i>	Multi-factor Authentication Room 25	Level Pay & Vacation Calendars Room 1	Best Practices in the Workplace Library	Mandated Reporter MPR
10:30 - 11:10 <i>release 11:10</i>	Mandated Reporter MPR	Multi-factor Authentication Room 25	Level Pay & Vacation Calendars Room 1	Best Practices in the Workplace Library
11:20 - 12:00 <i>release 12:00</i>	Best Practices in the Workplace Library	Mandated Reporter MPR	Multi-factor Room 25	Level Pay & Vacation Calendars Room 1
12:00- 1:00	LUNCH			
1:30- 3:00	SCHOOL SITE STAFF MEETING at <u>YOUR SCHOOL SITE</u>			

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Food Service Workers After School Programs ECE Teachers ECE Office Staff	Noon Duty/Campus Supervisors Elementary PE TK Instructional Aides ECE Associate Teachers	Instructional Aide I ECE Instructional Aides Bilingual Instructional Aides	Instructional Aide II

Training Descriptions

Attendance Team Collaborations

Site attendance teams will review attendance procedures and workshop site needs during these collaborative trainings.

Campus Supervisor Collaborations

Team collaborations will be conducted on a site level to focus on safety procedures, practices, and site needs.

Contributing to a Positive Workplace Culture

Participants will engage in conversation and collaborative activities that encourage critical thinking around culture.

Participants will reflect on what they as individuals contribute to the workplace on a daily basis.

CSEA Summer Workshop Series

The day will include a series of voluntary workshops designed for the personal and professional development of our classified staff.

ELOP Beginning of the Year Training & Prep

Expanded learning staff will engage in preservice training to support students during after school hours.

Family Engagement Clerk Collaborations

Family Engagement Clerks will collaborate with the School Engagement/Foster Youth Liaison and the Communications/Special Projects Coordinator around outreach, community, resources, and the most effective methods to disseminate information.

Health Files & Documenting Student Health

Concentrating on maintaining accurate and well-organized health files, covering record-keeping procedures, file organization, confidentiality, data protection, access and retrieval, and documentation standards.

Health Office Beginning of the Year Overview

Covering training norms, health office expectations, the 2023-2024 health technician calendar, medication review, and introduction to the Aeries Medication Tool..

Health Tech/LVN Communication Best Practices

This training will focus on time management and effective communication from the health office to maintain efficiency and clear communication with students, parents, and stakeholders.

Kitchen Procedures, Guidelines, and More

Nutrition services staff will review best practices, policies, procedures, work safety, keenan modules and district practices pertaining to reporting injuries, hours worked, and vacation days.

Library Tech Collaboration

Librarians will work with a credentialed school librarian on a variety of topics pertaining to site specific and group needs.

Marketing and Messaging

In this workshop, staff will learn and review communications skills such as website management, customer service, district branding, digital content creation using Canva, and crisis communication protocols.

Master Class with Boost

Site Secretaries will review how to complete and submit consultant agreements as well as how to input and take attendance for staff professional development opportunities in OMS.

Noon Duty Supervisor Collaborations

Team collaborations will be conducted on a district wide level to focus on safety procedures, practices, and district/site needs.

Office Staff Return to Work Day

School site office staff will participate in training that will encourage open communication, identify best practices, and engage in collaborative work with like-positions as well as site teams.

Playworks

Noon duty supervisors will learn strategies to promote a safer and more engaging recess experience for elementary age students.

ProACT

This three day training is designed to support the behavior de escalation strategies for school aged children.

Site Office Clerk - Engagement Clerk Overview and Planning

This training provides Family Engagement Clerks an overview of the work that they will embark on as an integral part of our district plan to partner with families at a site level.

Site Specific PD

Each school site will conduct an All-Classified-Staff professional development training. Each site will review site specific initiatives, programs, needs, etc.

Supporting Students with Special Needs

Staff will learn methods for how to identify target behaviors and implement replacement behaviors for student success.

Systems Refresher

Each school site will conduct an All-Classified-Staff professional development training. Each site will review site specific initiatives, programs, needs, etc.

Navigating Challenging Situations

An overview on how to identify and then respond to unique events that may come up within the school or work environment. The training will provide an explanation of current RSD systems designed to support staff as well as an opportunity to discuss potential scenarios.

Trauma Informed Care (2 Sessions)

This training provides staff with an in depth understanding of the variety of traumas that children and adults may experience. Staff will gain knowledge on how to engage with all individuals, regardless of known and unknown traumas and maintain a sensitivity during interactions.