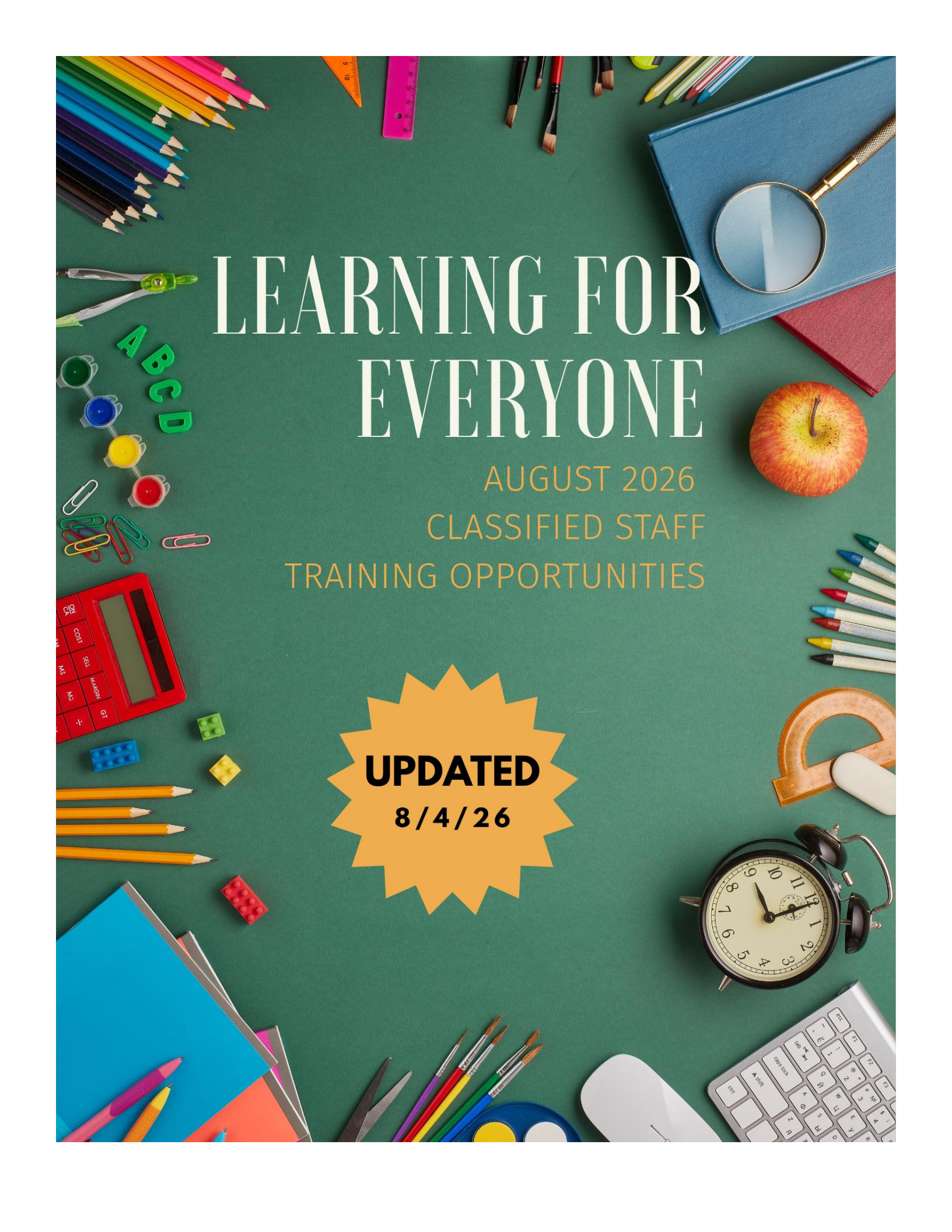




LEARNING FOR EVERYONE

AUGUST 2026
CLASSIFIED STAFF
TRAINING OPPORTUNITIES

UPDATED
8/4/26

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CLASS LIST BY DATE & START TIME

Date	Session #	TITLE	Start Time	End Time	Location
8/5	7118	Synergy - Entering Discipline Incidents	10:00 AM	11:00 AM	Teams Meeting
8/5	7119	Synergy 101 - Getting Started	9:00 AM	10:00 AM	Teams Meeting
8/10	7120	Classified Staff Orientation - ALL NEW SPED CLASSIFIED STAFF	10:30 AM	11:45 AM	PSEA Office
8/10	7122	Special Education Overview (SPED STAFF ONLY)	12:00 PM	2:00 PM	PSEA Office
8/11	7121	Classified Staff Orientation - ALL NEW NON-SPED CLASSIFIED STAFF	12:30 PM	1:45 PM	PSEA Office
8/11	7148	Classified Benefits 101 (For NEW staff contracted 20+ hours)	2:00 PM	3:00 PM	PSEA Office
8/12	7146	Your Paycheck Questions Answered	8:15 AM	9:00 AM	Teams Meeting
8/12	7113	Effective Teamwork: Strategies for Working Together	8:30 AM	9:30 AM	Teams Meeting
8/12	7109	Supporting Students Through Full Inclusion	9:00 AM	10:00 AM	Teams Meeting
8/12	7115	Effective Time Management	9:45 AM	10:45 AM	Teams Meeting
8/12	7116	IA Virtual Series Kick Off - Elementary AND Secondary	10:00 AM	11:00 AM	Teams Meeting
8/12	7147	Classified Benefits 101 (For staff contracted 20+ hours)	10:00 AM	11:00 AM	Teams Meeting
8/12	7149	Frontline Training (Absence Management)	11:0 AM	11:45 AM	Teams Meeting
8/12	7111	Unique You: Personality Styles at Work	11:00 AM	12:00 PM	Teams Meeting
8/12	7126	De-Escalating Behavior	11:00 AM	12:00 PM	Teams Meeting
8/12	7117	IA Virtual Series Kick Off - Elementary AND Secondary	12:30 PM	1:30 PM	Teams Meeting
8/12	7112	Bridging the Gaps: Generations Working Together	1:00 PM	2:00 PM	Teams Meeting
8/12	7127	Disability Specific Profiles	1:00 PM	2:00 PM	Teams Meeting
8/12	7131	Navigating Daily Technology Use as an IA	2:00 PM	3:30 PM	District Office - Training Center

*Highlighted cells are newly added or updated since original catalog publishing

Register [Here](#)

SELF-PACED ONLINE COURSES

Audience	Session #	TITLE
Special Education Staff	7126	Autism Focused Intervention Resources and Modules (AFIRM)
Office Staff & Paraprofessionals	7138	Canva Magic School Courses (various options)
Paraprofessionals	7189	EdWeb Courses – Learning for staff in classrooms
Office Staff	7124	FERPA Training 101 (30-40 minutes)
Paraprofessionals	7141	IMSE Webinars
All Classified Staff	7125	JPA Risk Management Trainings
All Classified Staff	7140	Linked In Learning Courses
All Classified Staff	7139	Reframing Behavior to Improve Student Outcomes with CPI (1 hour)

Register [Here](#)

CLASSIFIED POSITION SPECIFIC TRAININGS

Staff in these positions will be contacted with additional details. Registration through Poway Professional Learning Website is not required.

Date	Position	Location
Friday, August 7	Transportation Positions*	Midland Elementary
Friday, August 7	Health Technicians	Highland Ranch Elementary
Monday, August 10	Student Health Care Specialists	District Office
Monday, August 10	Food & Nutrition Positions	Del Norte High School
Wednesday, August 12	Noon Duties**	Your School Site - SEL Curriculum Training
Wednesday, August 12	Student Services Assistants**	Your School Site - SEL Curriculum Training

*This training falls outside of the contracted work year, and staff that attend will be paid for their additional hours.

**Staff can choose which trainings to attend on Professional Growth Day (8/12) and staff are welcome to attend the ones listed above but it is not mandatory.

COURSE DETAILS & DESCRIPTIONS

Wednesday, August 5, 2026

SCHOOL OFFICE STAFF ONLY - Synergy 101 - Getting Started

Basic navigating in Synergy, student profile, quick launch, searches, matrix query, synergy help center and more.

Participants must have Synergy user account for their current position

Facilitator: Macrorie, Danielle

Audience: School Office Staff

Section #: 7119

Class Time: 9:00 AM to 10:00 AM

Location: Teams Meeting

SCHOOL OFFICE STAFF ONLY - Synergy - Entering Discipline Incidents

A brief overview of student discipline incidents that need to be tracked and a hands on workshop on entering student incidents in Synergy. Participants must have Synergy access.

Facilitator: Mehta, Bhavita

Audience: School Office Staff

Section #: 7118

Class Time: 10:00 AM to 11:00 AM

Location: Teams Meeting

Monday, August 10, 2026

Classified Staff Orientation - ALL NEW SPECIAL EDUCATION CLASSIFIED STAFF

Class Date: 8/10/2026

This class provides an overview to PUSD and PSEA with resources and guides to help new staff navigate the district and access the tools necessary to be successful in their position. All new classified staff should attend within 60 days of hire.

Facilitator: Rodriguez, Melanie

Audience: Special Ed Support Staff

Section #: 7120

Class Time: 10:30 AM to 11:45 AM

Location: PSEA Office - 12265 Word Trade Drive, Suite E, San Diego, 92128

New SPED Staff - Special Education Overview (SPED STAFF ONLY)

This 2 hour session is for staff working in Special Education to learn about the different abilities of students we support and strategies for success. New Employees in SPED should sign up for the Overview AND the Classified Staff Orientation for all new staff.

Facilitator: Brundrett, Nancy

Audience: Special Ed Support Staff

Section #: 7122

Class Time: 12:00 PM to 2:00 PM

Location: PSEA - 12265 World Trade Drive, Suite E, San Diego, 92128

Tuesday, August 11th, 2026

**Classified Staff Orientation - ALL NEW NON-SPED CLASSIFIED STAFF
(SPED Should attend Session on Monday, August 10th)**

Class Date: 8/11/2026

Class Time: 1:00 PM to 2:15 PM

This class provides an overview to PUSD and PSEA with resources and guides to help new staff navigate the district and access the tools necessary to be successful in their position. All new classified staff should attend within 60 days of hire.

Facilitator: Rodriguez, Melanie

Audience: All Classified/All PUSD

Section #: 7121

Location: PSEA Office - 12265 World Trade Drive, Suite E, San Diego, 92128

Classified Benefits 101 – For NEW staff contracted 20+ hours

Class Date: 8/11/2026

Class Time: 2:00 PM to 3:00 PM

Overview of employee benefits offered to PUSD Classified Employees presented by our Insurance Benefits Specialist. This class is for NEW employees who will be signing up for benefits.

Facilitator: Rodriguez, Melanie

Audience: All Classified/All PUSD

Section #: 7148

Location: PSEA Office - 12265 World Trade Drive, Suite E, San Diego, 92128

Wednesday, August 12th, 2026

Bridging the Gaps: Generations Working Together

Have you ever had a “What were they thinking?” moment with someone younger or older at work? You may have stumbled into a generation gap. Join us to understand how generational traits play out in the workplace. Discover generational code breakers to help you work better with coworkers of all ages.

Facilitator: Evernorth

Audience: All Classified/All PUSD

Section #: 7112

Class Time: 1:00 PM to 2:00 PM

Location: Teams

De-Escalating Behavior

Tips and Tricks for de-escalating challenging behavior.

Facilitator: Slichter, Jenna

Audience: Special Ed Support Staff

Section #: 7126

Class Time: 11:00 AM to 12:00 PM

Location: Teams

Disability Specific Profiles

This class will cover disabilities that our students may have and how those may present within the classroom from a behavioral perspective, and strategies that can be used when working with those specific disabilities.

Facilitator: Romero, Katherine

Audience: Special Ed Support Staff

Section #: 7127

Class Time: 1:00 PM to 2:00 PM

Location: Teams

IA Virtual Series Kick Off - Elementary AND Secondary

The COSAS team will host a kickoff for the IA Virtual Series. We will be hosting seven sessions in the upcoming year, topics will be chosen via survey. This series is designed to support IAs, improve practices and foster collaboration through shared learning and workshop experiences.

Facilitator: Brundrett, Nancy *Audience:* Special Ed Support Staff

Section #: 7116

Class Time: 10:00 AM to 11:00 AM

Location: Teams

OR Section #: 7117

Class Time: 12:30 PM to 1:30 PM

Location: Teams

Classified Benefits 101 – For NEW staff contracted 20+ hours

Overview of employee benefits offered to PUSD Classified Employees presented by our Insurance Benefits Specialist. This class is for NEW employees who will be signing up for benefits.

Facilitator: Newman, Mackenzie

Class Time: 2:00 PM to 3:00 PM

Audience: All Classified

Section #: 7147

Location: PSEA Office - 12265 World Trade Drive, Suite E, San Diego, 92128

Effective Teamwork: Strategies for Working Together

When it comes to work, you can't simply sit on the sidelines. You have to be a team player in order to get the job done. This seminar explores how good communication skills, understanding job roles, and the ability to manage conflict can help build a winning team.

Facilitator: Evernorth

Audience: All Classified/All PUSD

Section #: 7113

Class Time: 8:30 AM to 9:30 AM

Location: Teams

Effective Time Management

Working late again? Weekend to-do lists never getting any shorter? It's time to figure out where your time goes and how to regain control of it. We'll review the key strategies: prioritizing, delegating, and setting boundaries. Learn how to handle time "wasters," such as interruptions and procrastination, and get time back on your side!

Facilitator: Evernorth

Audience: All Classified/All PUSD

Class Time: 9:45 AM to 10:45 AM

Location: Teams

Section #: 7115

Frontline Training (Absence Management for classified staff)

Class Date: 8/12/2026

Class Time: 11:00 AM to 11:45 AM

Training for Classified Staff on how to create a Frontline/Aesop login, set up a Frontline/ Aesop profile, navigate making their absences.

Facilitator: Mann, Melissa Elizabeth

Audience: All Classified/All PUSD

Section #: 7149

Location: Teams

Navigating Daily Technology Use as an IA

Participants will engage in collaborative learning about how to navigate and use Google Drive and Canvas on a daily basis with efficiency as an Instructional Assistant. Participants will work together to learn how to problem solve when a technological issue arises. Participants will learn and practice navigating Canvas and Google Drive to support your students and staff.

Facilitator: Chin, Franny

Audience: Special Ed Support Staff

Section #: 7131

Class Time: 2:00 PM to 3:30 PM *Location:* District Office - Training Center

Supporting Students Through Full Inclusion

A guide for Instructional Assistants assigned to a full inclusion student. Description: This training is for all IA's assigned to a full inclusion student. Join the PUSD Full Inclusion team to learn all about your role, tips for success and ways to empower independence in the general education classroom.

Facilitator: McKinney, Kathryn

Audience: Special Ed Support Staff

Section #: 7109

Class Time: 9:00 AM to 10:00 AM

Location: Teams

Unique You: Personality Styles at Work

Personality – we all have one, and each one is unique! Learning about personality styles can help you understand why clashes happen and what you can do to head them off. Get insight into your personality type and strategies for improving interactions with others who have different styles.

Facilitator: Rodriguez, Melanie

Audience: All Classified/All PUSD

Section #: 7111

Class Time: 11:00 AM to 12:00 PM

Location: Teams

Your Paycheck Questions Answered

Whether it be questions on logging in, reading your paycheck or checking Digital Schools, the payroll team will be here to cover the basics and answer your questions.

Facilitator: Perez, Rebecca

Class Time: 8:15 AM to 9:00 AM

Audience: All Classified

Section #: 7146

Location: Teams

SELF-PACED CLASS DESCRIPTIONS (ALPHABETICAL ORDER)

Autism Focused Intervention Resources and Modules (AFIRM)

AFIRM Modules are designed to help you learn the step-by-step process of planning for, using, and monitoring an EBP with learners on the spectrum from birth to 22 years of age.

Facilitator: AFIRM

Audience: Paraprofessionals

Section #: 7123

Location: Online

Canva Magic School Courses (various options)

Learn how to design in Canva - the program PUSD uses for most marketing materials. Learn Make fliers, presentations, choice boards, etc. using Canva.

Facilitator: Canva

Audience: All Classified

Section #: 7138

Location: Online

NEW! EdWeb Courses (various options)

This online learning community provides is an online learning resources meeting the diverse needs and interests of our teachers, paraprofessionals, administrators, coaches, and all staff with high-quality edWebinars for "anytime learning." While the courses are not specific to Poway, they provide insights and ideas to support staff in supporting our students. Find information on the topics you need for the classroom.

Facilitator: EdWeb

Audience: All Classified

Section #: 7189

Location: Online

FERPA Training 101 (30-40 minutes)

This online training course was developed by the Student Privacy Policy Office's Privacy Technical Assistance Center as an introduction to the Family Educational Rights and Privacy Act (FERPA), and its requirements relating to the privacy and security of Personally Identifiable Information (PII) in student records. This course addresses FERPA basics, explores requirements for the protection of student records for Local Education Agencies (LEAs), addresses who may and may not access student records, when those records may be shared, and discusses several of the applicable exceptions to the FERPA requirement for consent.

Facilitator: Department of Education

Audience: Administrative Staff

Section #: 7124

Location: Online

IMSE Webinars

IMSE is the structured literacy program used throughout PUSD for K-2 classrooms. These free webinars provide additional knowledge and insight into the IMSE program.

Facilitator: IMSE

Audience: Paraprofessionals

Section #: 7141

Location: Online

JPA Risk Management Trainings

Trainings offered by Risk Management to all staff. Staff should have received emails previously from Risk Management inviting them to complete the trainings. Mandatory trainings for all staff are: If you don't have a previous email, you can set up as a new user using your PUSD email. **DO NOT COMPLETE BEFORE 7/1/26.**

Facilitator: JPA

Audience: All Classified

Section #: 6880

Location: Online

Linked In Learning Courses

LinkedIn Learning offers over 24,000 trainings on a variety of topics from communication skills, time management, using AI, Microsoft Office, etc. A license is required and should be requested at least 3 days in advance of need. Email merodriguez@powayusd.com to request a license.

Facilitator: LinkedIn Learning

Audience: All Classified

Section #: 7140

Location: Online

Reframing Behavior to Improve Student Outcomes with CPI (1 hour)

Strong student-staff relationships are among the most powerful predictors of academic success. This session will provide practical, easy-to-implement tools that support educators in reducing burnout while aligning with Tier 1 student support programs. You'll learn how to: Strengthen Student Connections: Simple, neuroscience based strategies to build trust and engagement. Improve Classroom Behavior: Tools to reduce disruptions and foster positive interactions. Lower Stress for All: Practical approaches that ease pressure on both students and educators.

Facilitator: Crisis Prevention Institute

Audience: Paraprofessionals

Section #: 7139

Location: Online

PROGROW FREQUENTLY ASKED QUESTIONS

What day is ProGrow? Wednesday, August 12th, 2026

Where are Classes?

Most classes are online via Teams. Some classes will be offered more than once on Pro Grow. After each class description, you will see time and location for each class session.

How do I register for classes?

Go to the [PUSD professional learning page](https://ppl.powayusd.com) (ppl.powayusd.com) to register. You can also access through MyPlan/Staff Development. Click on the heading Trainings/Enroll. Use the Section # to quickly look up the class.

What's my logon?

Username is your PUSD email address name (for example – mrodriguez)
Password is the same one you use to logon to PUSD computers.

How can I see class details on the website?

For class details on the website, you must click on the + symbol and then [section details](#) and then [session details](#). There it will show you class times, location, etc.

Do I have to attend?

While participation is not mandatory, it is a workday for all employees. All classified staff are encouraged to participate. It is expected that all staff are working or attending training on Professional Growth Day. If staff are not working or participating in training, they should submit a request for the appropriate time off in accordance with PSEA/PUSD contract.

My site/department is offering a training that creates conflicts that day. What do I do?

Staff are encouraged to attend training, whether through their department or through the PSEA offerings listed in the attached. We have done our best to offer classes at a variety of times to maximize participation. **PSEA classified staff cannot be mandated to attend a specific training and can choose which classes they attend.**

Who can take the classes?

The attached classes are open to ALL PUSD classified staff.

Can I participate in Zoom or Self-Paced classes from home?

You CAN attend online classes from locations other than your work site.

How can I request accommodations?

If you need any kind of accommodation to participate in a class, please send request to merodriguez@powayusd.com no later than Monday, August 10th.

Can substitute employees attend?

Substitute employees may also attend but will not be compensated.

What If I take multiple classes and work more than my contracted hours?

If you are a part-time employee, you are welcome to sign up for multiple sessions. However, additional time worked above your contracted day will not be compensated.

I registered but now I cannot attend. What do I do?

If you are unable to attend a class that you have enrolled in, please cancel by clicking on, “unenroll” on the website. This will allow others to attend, as many of the classes have waitlists. Thank you!

Can I do my online trainings such as the mandated reporter training on that day?

Yes, you can do your assigned online trainings that day. Some online class options can be found [here](#).