



# PROFESSIONAL GROWTH DAY CLASS CATALOG

**MON,  
JAN. 29**

**LEARNING DESIGNED FOR YOU**

- ✓ Curriculum Training
- ✓ Employee Benefits
- ✓ Interpersonal Skills
- ✓ Student Support
- ✓ In Person & Online Classes



**Registration Opens Tuesday, January 16th**

**[MyPlan.Powayusd.com](http://MyPlan.Powayusd.com) – Staff Development**



## FAQs

**What day is ProGrow?** Monday, January 29, 2024

### **Where are Classes?**

Most classes are online via Zoom or at the Twin Peaks Center. Specific classrooms will be provided in the week before classes start.

### **How do I register for classes?**

Go to the PUSD professional learning page to register:

<https://ppl.powayusd.com/App/Authenticated/Register.aspx?ProgramId=1>

You can also access through MyPlan/Staff Development. Click on the heading Trainings/Enroll

### **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.

### **My site/department is offering training that conflict that day. What do I do?**

Staff are encouraged to attend training that day, 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.

However, per the PSEA/PUSD Agreement, the staff training on Professional Growth Days are not mandatory and PSEA classified staff cannot be mandated to attend a specific training. See above question, for staff who do not participate.

### **Who can take the classes?**

The attached classes are open to ALL PUSD classified staff.

### **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](#).

### **Will classes be recorded?**

We will make every attempt to record online classes and post them after the event. It will not be possible for us to record in-person classes.

## CLASS LIST

	Session #	TITLE	Start Time	End Time	Location	PRESENTER
NEW	5470	Illustrative Math	8:00 AM	11:30 AM	Highland Ranch MPR	Thy Dinh
	5471	Transitional Kindergarten - Curriculum Training (TK - IAs ONLY)	8:00 AM	11:30 AM	Westwood Elementary MPR	Trenace Sevilla
	5497	15 Chrome Browser Tips & Tricks You Will Use and Love!	8:00 AM	9:30 AM	Zoom	Gale Ching
	5499	On The Spot Accommodations - Elementary	8:30 AM	9:30 AM	Twin Peaks Center	Barbara Beaudoin
NEW	5511	Retirement Planning Options with Schools First	8:30 AM	10:00 AM	Zoom	Daniel Christofferson, Schools First
NEW	5523	School Admin Assistant Job Alike	9:00 AM	12:00 PM	Pomerado Elementary	Lorena Leonard
	5466	Attendance Audit Requirements	9:30 AM	10:30 AM	In Person	Jackie Lin
	5500	Synergy - Getting Started	9:30 AM	10:00 AM	Twin Peaks Center	Micki Krupinski
	5502	Question, Persuade, Refer - Suicide Prevention	9:30 AM	11:00 AM	Twin Peaks Center	Michelle Madden
	5469	Google Drive	9:30 AM	12:30 PM	Twin Peaks Center	Alfredo Hernandez
	5501	Your Paycheck Questions Answered	9:30 AM	10:30 AM	Zoom	Annette Vaughan
	5503	On The Spot Accommodations - Secondary	10:00 AM	11:00 AM	Twin Peaks Center	Barbara Beaudoin
NEW	5509	Anxiety and Stress Management in School	10:00 AM	11:30 AM	Twin Peaks Center	Sheila Hatfield
	5504	Peoplesoft Purchasing	10:00 AM	12:00pm	Twin Peaks Center	Brenda Gachuz
NEW	5505	Basic Website Editing with Edlio	10:00 AM	11:00am	Zoom	Millie Swain
	5506	Canva: Creating Presentations, Posters, Classroom Newsletters + QR Codes	10:00 AM	11:30 AM	Zoom	Gale Ching
	5507	Classified Benefits 101	10:00 AM	11:00 AM	Zoom	Carin Freitas
	5508	Classified Employees Resources	10:00 AM	11:00 AM	Zoom	Amy Durschlag
NEW	5510	Collaborating With Co-Workers, Students, And People Who Lead Me with Blanchard Institute	10:00 AM	11:30 AM	Zoom	Blanchard Institute
NEW	5490	De-Escalating Behavior	10:00 AM	11:00 AM	Zoom	Jenna Sleichter
	5525	Exploring Canvas - Basic Functions	10:00 AM	11:30 AM	Zoom	Matt Rhoads-PAS
	5528	How to Read an IEP	10:00 AM	11:00 AM	Zoom	Stephen Whittaker
NEW	5468	Budget Overview & Chart of Accounts	10:30 AM	11:30 AM	In Person	Finance Department
	5515	Synergy - Entering ADA	10:30 AM	11:30 AM	Twin Peaks Center	Micki Krupinski
	5512	Planning for Retirement with Schools First	10:30 AM	12:00 PM	Zoom	Daniel Christofferson, Schools First
NEW	5491	Supporting Struggling Readers	10:30 AM	11:30 AM	Zoom	Megan Brady

	Session #	TITLE	Start Time	End Time	Location	PRESENTER
	5474	Absence Management for Classified Staff - Frontline Training	11:00 AM	12:00 PM	Zoom	Melissa Mann
NEW	5514	Managing Your Website Carousel	11:00 AM	12:00pm	Zoom	Millie Swain
NEW	5529	Building Relationships with Restorative Language	11:30 AM	12:30 PM	Twin Peaks Center - 401	Monique de Brito Gedes, Eric Kossoff
NEW	5516	ASL Basics	1:00 PM	2:30 PM	District Office	Chris Irwin
	5473	Frontline for School Admins	1:00 PM	3:00 PM	District Office	Melissa Mann
	5517	PSEA - Personnel Resources for PSEA Unit Members	1:00 PM	2:00 PM	Twin Peaks Center - 403	Courtney Martin
NEW	5527	Artificial Intelligence (AI) - 101	1:00 PM	2:00 PM	Zoom	Amy Fousek
	5467	Attendance Audit Requirements	1:00 PM	2:00 PM	Zoom	Jackie Lin
NEW	5489	Budget Overview & Chart of Accounts	1:00 PM	2:00 PM	Zoom	Joy Ramiro, Adam Quinn, Vaness Ho
NEW	5524	Canva: All About Photos	1:00 PM	2:30 PM	Zoom	Gale Ching
NEW	5513	Planning for Retirement with Schools First	1:00 PM	2:30 PM	Zoom	Daniel Christofferson, Schools First
NEW	5518	Teacher Pathways	1:00 PM	3:00 PM	Zoom	SDCOE, Alliant & National
	5519	Your Paycheck Questions Answered	1:00 PM	2:00 PM	Zoom	Annette Vaughan
New	5492	Supporting Struggling Readers	1:00 PM	2:00 PM	Zoom	Megan Brady
	5520	Assertiveness in the Workplace	2:00 PM	3:30 PM	Twin Peaks Center - 403	Davin Erickson
	5521	15 Chrome Browser Tips & Tricks You Will Use and Love!	3:00 PM	4:00 PM	Zoom	Gale Ching

# ADMINISTRATIVE SKILLS/TOPICS

## **Attendance Audit Requirements** (Section #: 5467)

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

*Location:* Zoom

*Facilitator:* Jackie Lin

*Audience:* Administrative Staff

This course is intended to reinforce attendance reporting requirements as established by the California Department of Education (CDE). Audit regulations relating to areas of missing teacher attendance, necessary components for each recorded absence, Off Campus Independent Study guidelines, and K Continuance Form elements will be shared during the training. Applicable resources will be provided and reviewed.

## **Attendance Audit Requirements** (Section #: 5466)

*Class Time:* 9:30 AM to 10:30 AM

*Location:* In Person

*Facilitator:* Jackie Lin

*Audience:* Administrative Staff

This course is intended to reinforce attendance reporting requirements as established by the California Department of Education (CDE). Audit regulations relating to areas of missing teacher attendance, necessary components for each recorded absence, Off Campus Independent Study guidelines, and K Continuance Form elements will be shared during the training. Applicable resources will be provided and reviewed.

## **Basic Website Editing with Edlio** (Section #: 5505)

*Class Time:* 10:00 AM to 12:00 AM

*Location:* Zoom

*Facilitator:* Millie Swain

*Audience:* Site Website Editors

How to edit your site website using Edlio. Please note that all participants must have web editing rights to participate in the class.

## **Budget Overview & Chart of Accounts** (Section #: 5489)

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

*Location:* Zoom

*Facilitator:* Joy Ramiro, Adam Quinn, Vaness Ho

*Audience:* Administrative Staff

This course is intended to review how to access budget(s) to stay on top of oversight responsibilities. Budget transfer and journal entry procedures will be shared and demonstrated. Applicable resources will be provided.

## **Budget Overview & Chart of Accounts** (Section #: 5468)

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

*Location:* In Person

*Facilitator:* Finance Department

*Audience:* Administrative Staff

This course is intended to review how to access budget(s) to stay on top of oversight responsibilities. Budget transfer and journal entry procedures will be shared and demonstrated. Applicable resources will be provided.

## **Frontline for School Admins** (Section #: 5473)

*Class Time:* 1:00 PM to 3:00 PM

*Location:* District Office

*Facilitator:* Melissa Mann

*Audience:* School Admins

This class will review how the school administrative staff should be using the Frontline staff to secure subs.

## **Managing Your Website Carousel** (Section #: 5514)

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

*Location:* Zoom

*Facilitator:* Millie Swain

*Audience:* Site Website Editors

Learn how to manage the rotating pictures at the top of your site webpage. Please note that all participants must have web editing rights for their site.

## **Peoplesoft Purchasing** (Section #: 5504)

*Class Time:* 10:00 AM to 12:00 AM

*Location:* Twin Peaks Center - 501

*Facilitator:* Brenda Gachuz

*Audience:* All Classified

Everything including the kitchen sink about Purchasing.

**School Admin Assistant Job Alike** (Section #: 5523)

*Class Time:* 9:00 AM to 12:00 PM

*Location:* Pomerado Elementary

*Facilitator:* Lorena Leonard

*Audience:* Administrative Staff

Work with other School Admins to discuss ideas on how to make things run smoothly at your school site.

**Synergy - Getting Started** (Section #: 5500)

*Class Time:* 9:30 AM to 10:00 AM

*Location:* Twin Peaks Center - 402

*Facilitator:* Micki Krupinski

*Audience:* Paraprofessional, Administrative

Basics in Synergy such as searches, notifications, enrollment dates and more. Where to find help online.

Participants must have Synergy user account for their current position.

**Synergy - Entering ADA** (Section #: 5515)

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

*Location:* Twin Peaks Center - 402

*Facilitator:* Micki Krupinski

*Audience:* Synergy Account Holders

This training will assist staff who balance ADA at their site. Only those with a synergy user account that balance

ADA at their site or are a back up to person that does may attend.

## CURRICULUM SUPPORT

**Illustrative Math** (Section #: 5470)

*Class Time:* 8:00 AM to 11:30 AM

*Location:* Highland Ranch MPR

*Facilitator:* Thy Dinh

*Audience:* Elementary Instructional Assistants

This session will offer participants an overview of the Illustrative Mathematics curriculum in elementary classrooms.

Instructional Aides will leave with strategies and practices that they can use to support math instruction for elementary students.

**Supporting Struggling Readers** (Section #: 5492)

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

*Location:* Zoom

*Facilitator:* Megan Brady

*Audience:* Instructional Assistants

Learn Strategies for supporting students in reading, including students who participate in specialized reading programs like IMSE.

**Supporting Struggling Readers** (Section #: 5491)

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

*Location:* Zoom

*Facilitator:* Megan Brady

*Audience:* Instructional Assistants

Learn Strategies for supporting students in reading, including students who participate in specialized reading programs like IMSE.

**Transitional Kindergarten - Curriculum Training (TK - IAs ONLY)** (Section #: 5471)

*Class Time:* 8:00 AM to 11:30 AM

*Location:* Westwood Elementary MPR

*Facilitator:* Trenace Sevilla

*Audience:* IA - TK

Join your TK classroom teachers to learn about the new TK curriculum. Professional Learning will be with the publisher of the new curriculum.

## EMPLOYEE RESOURCES/ENRICHMENT

**Absence Management for Classified Staff - Frontline Training** (Section #: 5474)

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

*Location:* Zoom

*Facilitator:* Melissa Mann

*Audience:* All Classified

This training will provide staff information on how to input absences and request a sub to fill in while they are out.

**ASL Basics** (Section #: 5516)

*Class Time:* 1:00 PM to 2:30 PM

*Facilitator:* Chris Irwin

*Location:* District Office

*Audience:* All Classified

Learn how to communicate with students and co-workers to build stronger relationships

**Assertiveness in the Workplace** (Section #: 5520)

*Class Time:* 2:00 PM to 3:30 PM

*Facilitator:* Davin Erickson

*Location:* Twin Peaks Center - 403

*Audience:* All Classified

Learn how to set boundaries while being professional and courteous. Speaking up can solve problems before they grow. This class will give you tools to do it effectively.

**Building Relationships with Restorative Language** (Section #: 5529)

*Class Time:* 11:30 AM to 12:30 PM

*Facilitator:* Monique de Brito Gedes, Eric Kossoff

*Location:* Twin Peaks Center - 401

*Audience:* All Classified

In this session classified staff will connect restorative values to the language we use and the questions we ask. Attendees will leave with strategies to apply community building practices in their daily interactions. Opportunities will be provided to continue this work.

**Classified Benefits 101** (Section #: 5507)

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

*Facilitator:* Carin Freitas

*Location:* Zoom

*Audience:* Paraprofessionals, Administrative

Are you a benefits eligible employee or interested in hearing what benefits PUSD offers? This class provides an overview of the benefits offered to PUSD staff. It is primarily aimed at staff contracted to work 20+ hours per week, but is open to all classified staff

**Classified Employees Resources** (Section #: 5508)

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

*Facilitator:* Amy Durschlag

*Location:* Zoom

*Audience:* All Classified

Are you not sure where to find information or tools on how to do your job? This training provides an overview on where to find information about leaves, timecard management, union information and who to contact about what. If there is a question you don't know where to find the answer, this is a good place to start.

**Collaborating With Co-Workers, Students, And People Who Lead Me with Blanchard Institute** (Section #: 5510)

*Class Time:* 10:00 AM to 11:30 AM

*Facilitator:* Blanchard Institute

*Location:* Zoom

*Audience:* All Classified

Take this course if you're a person who wants to ...

- learn useful skills to lead yourself at work and collaborate well with adults and students.
- have non-defensive conversations with students and the people you work with and report to.
- support students academically and emotionally with practical tools to do it.
- teach students these skills so that they take the initiative and responsibility to lead themselves instead of waiting for others to do it for them.

After this course, you'll be able to put these skills to work immediately.

**Planning for Retirement with Schools First** (Section #: 5511)

*Class Time:* 8:30 AM to 10:00 AM

*Facilitator:* Daniel Christofferson, Schools First

*Location:* Zoom

*Audience:* All Classified

A workshop to review your retirement system and calculate your retirement dollars. The number one issue we see with school employee plans for retirement is that employees often don't know what is available to them. In this session we will discuss CALPERS pension expectations, how voluntary plans can help supplement where the pensions fall short, how your money can grow, and where to start. You'll see how easy it is to break through whatever hurdles are preventing you for planning for retirement and how to get start today!



**Planning for Retirement with Schools First** (Section #: 5513)*Class Time:* 1:00 PM to 2:30 PM*Location:* Zoom*Facilitator:* Daniel Christofferson, Schools First*Audience:* All Classified

A workshop to review your retirement system and calculate your retirement dollars. The number one issue we see with school employee plans for retirement is that employees often don't know what is available to them. In this session we will discuss CALPERS pension expectations, how voluntary plans can help supplement where the pensions fall short, how your money can grow, and where to start. You'll see how easy it is to break through whatever hurdles are preventing you for planning for retirement and how to get start today!

**Planning for Retirement with Schools First** (Section #: 5512)*Class Time:* 10:30 AM to 12:00 PM*Location:* Zoom*Facilitator:* Daniel Christofferson, Schools First*Audience:* Paraprofessionals

A workshop to review your retirement system and calculate your retirement dollars. The number one issue we see with school employee plans for retirement is that employees often don't know what is available to them. In this session we will discuss CALPERS pension expectations, how voluntary plans can help supplement where the pensions fall short, how your money can grow, and where to start. You'll see how easy it is to break through whatever hurdles are preventing you for planning for retirement and how to get start today!

**PSEA - Personnel Resources for PSEA Unit Members** (Section #: 5517)*Class Time:* 1:00 PM to 2:00 PM*Location:* Twin Peaks Center - 403*Facilitator:* Courtney Martin*Audience:* All Classified

Find out how PSEA is able to support you in your position and address concerns that arise. Get your questions answered.

**Teacher Pathways** (Section #: 5518)*Class Time:* 1:00 PM to 3:00 PM*Location:* Zoom*Facilitator:* Becky O'Day, SDCOE, Alliant & National*Audience:* All Classified

Learn about options on how to get your teaching credential with guest speakers from SDCOE, Alliant & National University

**Your Paycheck Questions Answered** (Section #: 5519)*Class Time:* 1:00 PM to 2:00 PM*Location:* Zoom*Facilitator:* Annette Vaughan*Audience:* All Classified

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.

**Your Paycheck Questions Answered** (Section #: 5501)*Class Time:* 9:30 AM to 10:30 AM*Location:* Zoom*Facilitator:* Annette Vaughan*Audience:* All Classified

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.

## INTERPERSONAL & COMMUNICATION SKILLS

**ASL Basics** (Section #: 5516)*Class Time:* 1:00 PM to 2:30 PM*Location:* District Office*Facilitator:* Chris Irwin*Audience:* All Classified

Learn how to communicate with students and co-workers to build stronger relationships

**Assertiveness in the Workplace** (Section #: 5520)*Class Time:* 2:00 PM to 3:30 PM*Location:* Twin Peaks Center - 403*Facilitator:* Davin Erickson*Audience:* All Classified

Learn how to set boundaries while being professional and courteous. Speaking up can solve problems before they grow. This class will give you tools to do it effectively.

**Building Relationships with Restorative Language** (Section #: 5529)*Class Time:* 11:30 AM to 12:30 PM*Location:* Twin Peaks Center - 401*Facilitator:* Monique de Brito Gedes, Eric Kossoff*Audience:* All Classified

In this session classified staff will connect restorative values to the language we use and the questions we ask.

Attendees will leave with strategies to apply community building practices in their daily interactions. Opportunities will be provided to continue this work.

**Collaborating With Co-Workers, Students, And People Who Lead Me with Blanchard Institute** (Section #: 5510)*Class Time:* 10:00 AM to 11:30 AM*Location:* Zoom*Facilitator:* Blanchard Institute*Audience:* All Classified

Take this course if you're a person who wants to ...

- learn useful skills to lead yourself at work and collaborate well with adults and students.
- have non-defensive conversations with students and the people you work with and report to.
- support students academically and emotionally with practical tools to do it.
- teach students these skills so that they take the initiative and responsibility to lead themselves instead of waiting for others to do it for them.

After this course, you'll be able to put these skills to work immediately.

## SPECIAL EDUCATION

**De-Escalating Behavior** (Section #: 5490)*Class Time:* 10:00 AM to 11:00 AM*Location:* Zoom*Facilitator:* Jenna Sleichter*Audience:* Paraprofessionals

Tips and Tricks for De-Escalating Challenging behavior

**How to Read an IEP** (Section #: 5528)*Class Time:* 1:00 PM to 2:00 PM*Location:* Zoom*Facilitator:* Stephen Whittaker*Audience:* Special Education

Going over the key elements of reading an IEP. Goals, BIP, Present levels, and many more

**Illustrative Math** (Section #: 5470)*Class Time:* 8:00 AM to 11:30 AM*Location:* Highland Ranch MPR*Facilitator:* Thy Dinh*Audience:* Elementary Instructional Assistants

This session will offer participants an overview of the Illustrative Mathematics curriculum in elementary classrooms. Instructional Aides will leave with strategies and practices that they can use to support math instruction for elementary students.

**On The Spot Accommodations - Elementary** (Section #: 5499)*Class Time:* 8:30 AM to 9:30 AM*Location:* Twin Peaks Center - 401*Facilitator:* Barbara Beaudoin*Audience:* Elementary Instructional Assistants

Tips and Tricks for Supporting students with disabilities in the general education class room through on-the-fly supports and accommodations.

**On The Spot Accommodations - Secondary** (Section #: 5503)*Class Time:* 10:00 AM to 11:00 AM*Location:* Twin Peaks Center - 401*Facilitator:* Barbara Beaudoin*Audience:* Secondary Instructional Assistants

Tips and Tricks for Supporting students with disabilities in the general education class room through on-the-fly supports and accommodations.

**Supporting Struggling Readers** (Section #: 5492)*Class Time:* 1:00 PM to 2:00 PM*Location:* Zoom*Facilitator:* Megan Brady*Audience:* Instructional Assistants

Learn Strategies for supporting students in reading, including students who participate in specialized reading programs like IMSE.

**Supporting Struggling Readers** (Section #: 5491)*Class Time:* 10:30 AM to 11:30 AM*Location:* Zoom*Facilitator:* Megan Brady*Audience:* Instructional Assistants

Learn Strategies for supporting students in reading, including students who participate in specialized reading programs like IMSE.

## STUDENT SUPPORT

**Anxiety and Stress Management in School** (Section #: 5509)*Class Time:* 10:00 AM to 11:30 AM*Location:* Twin Peaks Center - 403*Facilitator:* Sheila Hatfield*Audience:* All Classified

The COVID-19 pandemic era ushered in a new set of challenges for youth in the United States, leading to a mental health crisis as declared by the United States surgeon general just over a year ago. In this workshop we will focus on anxiety and stress in schools. You will learn signs and symptoms, risk factors, and helpful strategies that can be used to manage it. This information can be beneficial for all.

**ASL Basics** (Section #: 5516)*Class Time:* 1:00 PM to 2:30 PM*Location:* District Office*Facilitator:* Chris Irwin*Audience:* All Classified

Learn how to communicate with students and co-workers to build stronger relationships

**Building Relationships with Restorative Language** (Section #: 5529)*Class Time:* 11:30 AM to 12:30 PM*Location:* Twin Peaks Center - 401*Facilitator:* Monique de Brito Gedes, Eric Kossoff*Audience:* All Classified

In this session classified staff will connect restorative values to the language we use and the questions we ask.

Attendees will leave with strategies to apply community building practices in their daily interactions. Opportunities will be provided to continue this work.

**De-Escalating Behavior** (Section #: 5490)*Class Time:* 10:00 AM to 11:00 AM*Location:* Zoom*Facilitator:* Jenna Sleichter*Audience:* Paraprofessionals

Tips and Tricks for De-Escalating Challenging behavior

**Question, Persuade, Refer - Suicide Prevention** (Section #: 5502)*Class Time:* 9:30 AM to 11:00 AM*Location:* Twin Peaks Center - 404*Facilitator:* Michelle Madden*Audience:* All Classified

Find out what you can do to help in a situation where you are concerned someone may be contemplating suicide.

# TECHNOLOGY & INNOVATION

## **15 Chrome Browser Tips & Tricks You Will Use and Love!** (Section #: 5521)

*Class Time:* 3:00 PM to 4:00 PM

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Paraprofessionals, Administrative

Join Gale Ching to learn tips and tricks to maximize your efficiency from using Google Chrome. From user profiles to bookmarks and passwords, she will help you get the most out of the system.

## **15 Chrome Browser Tips & Tricks You Will Use and Love!** (Section #: 5497)

*Class Time:* 8:00 AM to 9:30 AM

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Paraprofessionals, Administrative

Join Gale Ching to learn tips and tricks to maximize your efficiency from using Google Chrome. From user profiles to bookmarks and passwords, she will help you get the most out of the system.

## **Artificial Intelligence (AI) - 101** (Section #: 5527)

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

*Location:* Zoom

*Facilitator:* Amy Fousek

*Audience:* All Classified

Dive into the new and exciting world of Artificial Intelligence (AI). Join us for an Introduction to AI; we will cover what AI is, considerations for use, and trending AI platforms to increase efficiencies. Participants will have the opportunity to learn from the Technology and Innovation team with time to explore various platforms and AI assistants. There will also be a brief overview about PUSD digital citizenship initiative and how it applies to all users.

## **Basic Website Editing with Edlio** (Section #: 5505)

*Class Time:* 10:00 AM to 12:00 AM

*Location:* Zoom

*Facilitator:* Millie Swain

*Audience:* Site Website Editors

How to edit your site website using Edlio. Please note that all participants must have web editing rights to participate in the class.

## **Canva: All About Photos** (Section #: 5524)

*Class Time:* 1:00 PM to 2:30 PM

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Transportation

We will learn how to edit photos, retouch & crop photos, upload photos, and use photo frames. We will also use photos using the Canva App on your mobile device.

## **Canva: Creating Presentations, Posters, Classroom Newsletters + QR Codes** (Section #: 5506)

*Class Time:* 10:00 AM to 11:30 AM

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* All Classified

Discover how easy and fun it is to use Canva to create professional looking projects for school and more.

## **Exploring Canvas - Basic Functions** (Section #: 5525)

*Class Time:* 10:00 AM to 11:30 AM

*Location:* Zoom

*Facilitator:* Matt Rhoads-PAS

*Audience:* Administrative Staff

Canvas is the tool used in classrooms to communicate with students and parents. If you are supporting students and are not sure how to navigate Canvas, this class can provide a roadmap for you.

## **Frontline for School Admins** (Section #: 5473)

*Class Time:* 1:00 PM to 3:00 PM

*Location:* District Office

*Facilitator:* Melissa Mann

*Audience:* School Admins

This class will review how the school administrative staff should be using the Frontline staff to secure subs.

## **Google Drive** (Section #: 5469)

*Class Time:* 9:30 AM to 12:30 PM

*Location:* Twin Peaks Center - 601

*Facilitator:* Alfredo Hernandez

*Audience:* All Classified

The focus of this class will be on sharing and collaboration using Google Docs, Google Sheets, and Google Slides.

**Managing Your Website Carousel** (Section #: 5514)

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

*Location:* Zoom

*Facilitator:* Millie Swain

*Audience:* Site Website Editors

Learn how to manage the rotating pictures at the top of your site webpage. Please note that all participants must have web editing rights for their site.

**Peoplesoft Purchasing** (Section #: 5504)

*Class Time:* 10:00 AM to 12:00 AM

*Location:* Twin Peaks Center - 501

*Facilitator:* Brenda Gachuz

*Audience:* All Classified

Everything including the kitchen sink about Purchasing.

**Synergy - Getting Started** (Section #: 5500)

*Class Time:* 9:30 AM to 10:00 AM

*Location:* Twin Peaks Center - 402

*Facilitator:* Micki Krupinski

*Audience:* Paraprofessional, Administrative

Basics in Synergy such as searches, notifications, enrollment dates and more. Where to find help online.

Participants must have Synergy user account for their current position.

**Synergy - Entering ADA** (Section #: 5515)

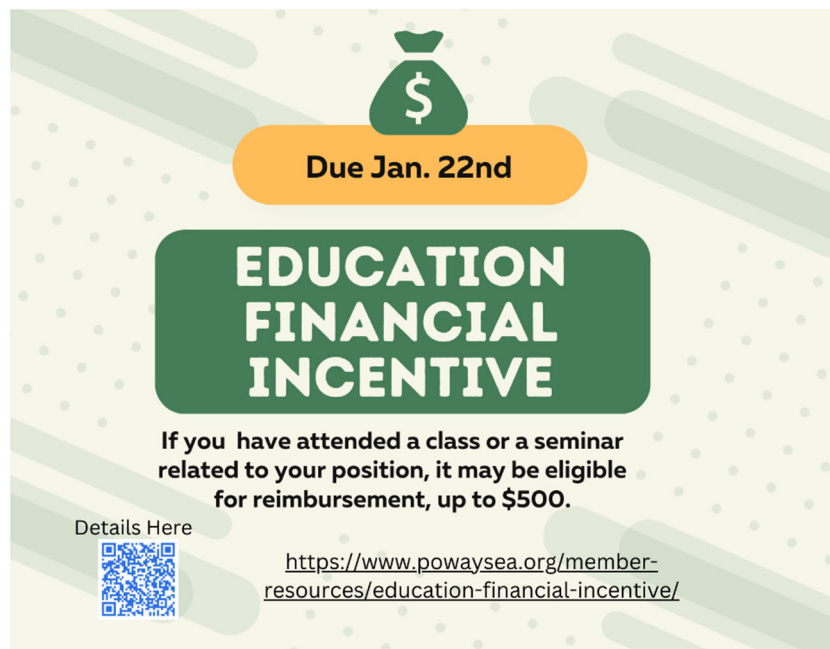
*Class Time:* 10:30 AM to 11:30 AM

*Location:* Twin Peaks Center - 402

*Facilitator:* Micki Krupinski

*Audience:* Synergy Account Holders

This training will assist staff who balance ADA at their site. Only those with a synergy user account that balance ADA at their site or are a back up to person that does may attend.



# grow your career

## PROFESSIONAL PARTNER PROGRAM

A mentor program for new, probationary or employees in need of support. Staff are partnered with senior classified staff.

## PROGROW DAY

Twice per year, schools are closed to give staff a chance to learn and a variety of classes are offered. Generally the last Monday of September & January

## CLCs

Classified Learning Cooperative **Employees can earn money by attending or facilitating these classes.**

Take a class or become a facilitator.

## EDUCATIONAL FINANCIAL INCENTIVES

**Employees can be reimbursed up to \$500 per year** for classes that help them perform their jobs

## PROFESSIONAL LEARNING ADVISORY BOARD

A group focused on creating, developing and supporting a structure of professional development opportunities that foster learning individually and collaboratively.

## PROFESSIONAL LEARNING WEBSITE

A place for you to track opportunities, registrations and past participation

## ONLINE LEARNING RESOURCES

We offer a variety on online learning resources. Some are designed by PUSD staff and we also utilize outside vendors for learning, including:

- LinkedIn Learning
- SDCOE Webinars

## COURSE CATALOG

See all of the trainings in one place.

Details at : [www.poway-psea.org/professional-learning](http://www.poway-psea.org/professional-learning)

# psea is looking out for YOU



## NEGOTIATING FOR YOU

We are YOUR representative at the bargaining table with leadership. We negotiate:

- Pay
- Benefits
- Time Off
- Working Conditions



## mission statement

Poway School Employees Association is the united voice representing the Office, Technical, Business Services, Paraprofessional & Operations Support Services of the Poway Unified School District. Our mission as a **member-run organization** is to promote the well being of our PSEA community through a spirit of cooperation and mutual respect

## PROVIDING PROFESSIONAL DEVELOPMENT

We offer the following programs for your growth:

- Mentor Program (PPP)
- CLC Classes (Earn \$ to Learn)
- Pro Grow Day
- Education Reimbursement

## EMPLOYEE REPRESENTATION

If you're called into the office, call us and we are YOUR representative looking out for your rights and interests.



JOIN NOW  
POWAYSEA.ORG