



PROFESSIONAL GROWTH DAY

CLASS CATALOG

MONDAY | JAN 27TH



LEARN SOMETHING
NEW



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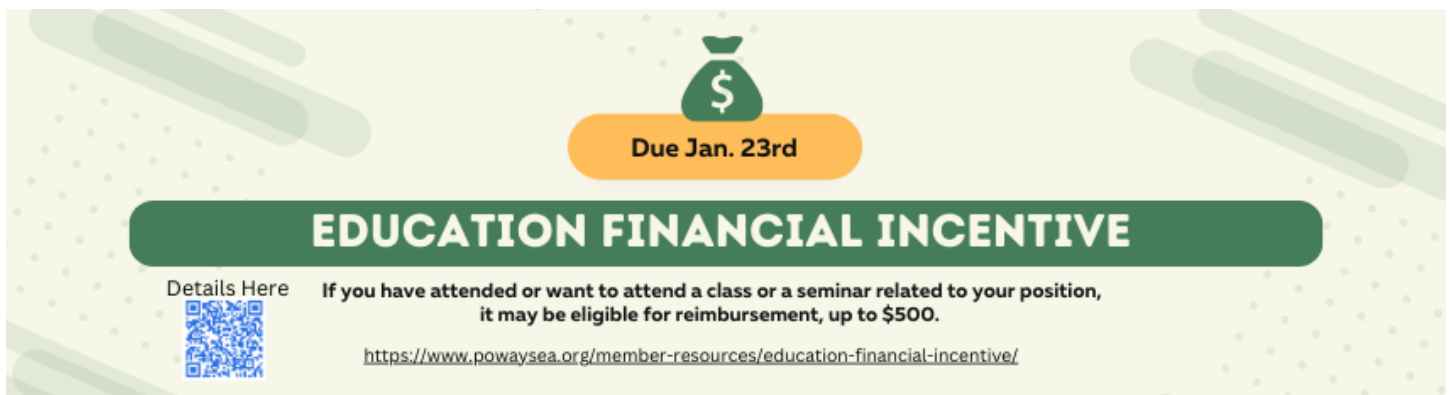



NEW

Superintendent's message




DON'T MISS IT! CHECK YOUR EMAIL BEFORE HEADING TO YOUR FIRST PROGROW CLASS FOR A SPECIAL KICK-OFF MESSAGE FROM PUSD SUPERINTENDENT DR. BEN CHURCHILL. THE MESSAGE WILL COME DIRECTLY FROM DR. CHURCHILL'S EMAIL AND WILL BE A GREAT WAY FOR US TO ALL START ON THE SAME PAGE.




Due Jan. 23rd

EDUCATION FINANCIAL INCENTIVE

Details Here  **If you have attended or want to attend a class or a seminar related to your position, it may be eligible for reimbursement, up to \$500.**

<https://www.powaysea.org/member-resources/education-financial-incentive/>

FREQUENTLY ASKED QUESTIONS

What day is ProGrow? Monday, January 27, 2025

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. 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?

Registration will open on Tuesday, January 14th. Go to the PUSD professional learning page 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.

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.

Who can take the classes?

The attached classes are open to ALL PUSD classified staff.

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, January 20th.

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. There are some presentations that we are not allowed to record. It will not be possible for us to record in-person classes.

ALPHABETICAL CLASS LIST

	Sessio n #	TITLE	Start Time	End Time	Location
	6192	Absence Management for Classified Staff - Frontline Training	11:30 AM	12:30 PM	Zoom
	6193	Absence Management for Classified Staff - Frontline Training	2:00 PM	3:00 PM	Zoom
NEW	6198	Anxiety and Stress Management in Schools	1:00 PM	2:30 PM	Twin Peaks Center - 401
ADDED	6222	Artificial Intelligence (AI) - 101	1:00 PM	2:00 PM	Zoom
ADDED	6223	Artificial Intelligence (AI) - 2.0	2:30 PM	3:30 PM	Zoom
	6170	The Art of Inclusive Communication	10:30 AM	12:30 PM	Zoom
UPDATE	6195	ASL Basics	10:30 AM	12:00 PM	Twin Peaks Center - 502
	6196	ASL Basics	1:00 PM	2:30 PM	Twin Peaks Center - 502
ADDED	6219	Assistive Technology for Curriculum (Not AAC) - Elementary Focus	10:30 AM	11:15 AM	Twin Peaks Center - 213
ADDED	6220	Assistive Technology for Curriculum (Not AAC) - Secondary Focus	11:30 AM	12:15 PM	Twin Peaks Center - 213
NEW	6174	Bridging Divides – Beyond Agree to Disagree	11:30 AM	12:30 PM	Zoom
UPDATE	6187	Budget Overview & Chart of Accounts	10:30 AM	11:30 AM	Twin Peaks Center - 404
	6171	The Bystander Challenge	1:00 PM	3:00 PM	Zoom
	6203	Canva: Magic Studio	10:30 AM	12:30 PM	Twin Peaks Center - 402
	6214	Contract Benefits for PSEA Unit Members and Q&A Session	10:30 AM	11:30 AM	Zoom
NEW	6175	Creating a Positive Work Environment	12:30 PM	1:30 PM	Zoom
	6202	Google Chrome: What's new and Time Saving Work Tips	3:00 PM	4:30 PM	Zoom
	6201	Google Chrome: What's new and Time Saving Work Tips	10:30 AM	12:00 PM	Zoom
	6207	Google Drive	10:30 AM	12:00 PM	Twin Peaks Center - 601
	6216	Importance of Setting Up A Living Will and Trust (Metlife)	11:30 AM	12:30 PM	Zoom
	6206	Intro to Excel	1:00 PM	3:30 PM	Twin Peaks Center - 601
NEW	6188	Job Alike for Full Inclusion IAs	10:30 AM	11:30 AM	Twin Peaks Center - 403
NEW	6176	Make Peace with Time	1:30 PM	2:30 PM	Zoom
	6194	Mental Health and Wellbeing Strategies for Today's Worker	2:00 PM	3:00 PM	Zoom
ADDED	6225	Preschool TK Learning Foundations Deep Dive - Jigsaw/Unpacking of PTKLF Domains	10:00 AM	11:30 AM	Deer Canyon Elementary -MPR
NEW	6173	Refresh, Refocus, Relax: Techniques that Work	10:30 AM	11:30 AM	Zoom
	6208	Rekindle Your Spark	11:00 AM	12:00 PM	Zoom
NEW	6197	The Retirement Puzzle - How to Ensure You Have All of the Pieces	11:30 AM	12:30 PM	Zoom
NEW	6209	The Retirement Puzzle - How to Ensure You Have All of the Pieces	2:30 PM	3:30 PM	Zoom
NEW	6199	Review of Basic Integrated Math Skills 1	11:00 AM	12:00 PM	Zoom
NEW	6200	Review of Basic Integrated Math Skills 1	12:30 PM	1:30 PM	Zoom

	Session #	TITLE	Start Time	End Time	Location
NEW	6191	Special Ed IA Bootcamp	10:30 AM	12:00 PM	PSEA Office
NEW	6186	Tips for Understanding and Responding to Student Behavior	1:00 PM	2:30 PM	Zoom
	6172	Trauma-Informed Student Connection	10:30 AM	12:30 PM	Twin Peaks Center
	6204	Your Paycheck Questions Answered	10:30 AM	11:30 AM	Zoom
	6205	Your Paycheck Questions Answered	1:00 PM	2:00 PM	Zoom

CLASS LIST BY START TIME

	Session #	TITLE	Start Time	End Time	Location
	N/A	Superintendent Message (no registration required)			Look for email
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CLASS DESCRIPTIONS (Alphabetical Order)

Absence Management for Classified Staff - Frontline Training

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

Facilitator: Melissa Mann *Audience:* All Classified
Section #: 6193 *Class Time:* 2:00 PM to 3:00 PM *Location:* Zoom
Section #: 6192 *Class Time:* 11:30 AM to 12:30 PM *Location:* Zoom

Anxiety and Stress Management in Schools

There is a mental health crisis as declared by the United States surgeon general and the need to support our students is essential. 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.

Facilitator: Sheila Hatfield *Audience:* All Classified
Section #: 6198 *Class Time:* 1:00 PM to 2:30 PM *Location:* Twin Peaks Center - 401

Artificial Intelligence (AI) - 101

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.

Facilitator: Amy Fousek *Audience:* All Classified
Section #: 6222 *Class Time:* 1:00 PM to 2:00 PM (to be confirmed) *Location:* Zoom

Artificial Intelligence (AI) - 2.0

Join us to explore practical applications of AI that enhance communication and foster creative design. This session will provide strategies for developing clear, engaging messages and demonstrate how to use effective prompting techniques to optimize AI-generated content. Participants will also learn to create visually compelling presentations and fliers using AI tools, with a focus on maximizing efficiency and creativity.

Facilitator: Amy Fousek *Audience:* All Classified
Section #: 6223 *Class Time:* 2:30 PM to 3:30 PM *Location:* Zoom

The Art of Inclusive Communication

Explore your own personal and cultural identities, and learn how these relate to communication styles. Different styles can be the root of communication breakdown; by understanding styles, you can recognize when communication breakdown is happening. Participants will learn to: confidently handle disagreements; integrate a lens of inclusivity; and work effectively with different identities.

Facilitator: National Conflict Resolution Center *Audience:* All Classified
Section #: 6170 *Class Time:* 10:30 AM to 12:30 PM *Location:* Zoom

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

Facilitator: Chris Irwin *Audience:* All Classified
Section #: 6195 *Class Time:* 10:30 AM to 12:00 PM *Location:* Twin Peaks Center – 502
Section #: 6196 *Class Time:* 1:00 PM to 2:30 PM *Location:* Twin Peaks Center - 502

Assistive Technology for Curriculum (Not AAC)

Understand the role of Assistive Technology in supporting students with diverse learning needs. Learn specific tools, strategies, and techniques to integrate AT into their support routines.

Facilitator: Erin Nixon *Audience:* All Classified
Section #: 6219 (Elementary Focus) *Class Time:* 10:30 AM to 11:15 AM *Location:* Twin Peaks Center – 213
Section #: 6220 (Secondary Focus) *Class Time:* 11:30 AM to 12:15 PM *Location:* Twin Peaks Center - 213

Bridging Divides – Beyond Agree to Disagree

Hard-wired tendencies make it easy to dismiss or put down different viewpoints. What if you could respectfully engage instead? This vital professional and personal skill is one you can develop. Join us as we experiment with stepping outside our comfort zones, challenging our biases, and connecting with openness and curiosity.

Facilitator: Cindy Dickinson, Evernorth

Audience: All Classified

Section #: 6174

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

Location: Zoom

Budget Overview & Chart of Accounts

Stay on top of budget oversight with ease! This training will guide you through understanding the Chart of Accounts, accessing, and managing budgets while covering key processes like budget transfers and journal entries. Plus, we'll provide you with the essential resources to streamline your workflow and ensure success.

Facilitator: Finance Department

Audience: Administrative Staff

Section #: 6187 *Class Time:* 10:30 AM to 11:30 AM

Location: Twin Peaks Center - 404

The Bystander Challenge

The National Conflict Resolution Center presents this course on what is a bystander's role when inappropriate behavior occurs? Empower yourself to have challenging conversations in ways that demonstrate respect, inclusiveness and dignity for everyone involved. Participants will learn to: identify the reasons for bystander inaction; evaluate situations and decide the best course of action; and speak up effectively when you encounter red-flag behavior.

Facilitator: National Conflict Resolution Center

Audience: All Classified

Section #: 6171

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

Location: Zoom

Contract Benefits for PSEA Unit Members and Q&A Session

We will give a basic overview of resources for classified employees and provide answers to frequently asked questions about leaves, workload issues, safety concerns, professional growth, schedule changes, and more. Come learn what our union does and how we can support one another. There will be a Q&A Session at the end.

Facilitator: Courtney Martin

Audience: All Classified

Section #: 6214

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

Location: Zoom

Canva: Magic Studio

All the power of Canva's AI in one place! See how you can redefine the way you create any project. We will cover: Magic Design, Resize and Magic Switch, Magic Media, Text to Image, Text to Graphics, Magic Expand, Magic Edit, Magic Eraser, and Background Remover. Note: ***Previous experience using Canva is required***

Facilitator: Gale Ching

Audience: All Classified

Section #: 6203 *Class Time:* 10:30 AM to 12:30 PM

Location: Twin Peaks Center - 402

Creating a Positive Work Environment

A work environment that's positive and supportive can make bad days easier and good days more frequent. Explore the role you can play in building that type of culture. Review the impact of unconscious bias, personal positivity, and effective communication strategies. Learn how you can be a part of a respectful and cooperative team dynamic.

Facilitator: Janice Zimmerman, LCSW-C, Evernorth

Audience: All Classified

Section #: 6175

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

Location: Zoom

Google Chrome: What's new and Time Saving Work Tips

Learn the new and "old" features from Google Chrome to help you get things done and stay safe online. Set up your Chrome Browser Page to stay organized and work as efficiently as possible.

Facilitator: Gale Ching

Audience: All Classified

Section #: 6201

Class Time: 10:30 AM to 12:00 PM

Location: Zoom

Section #: 6202

Class Time: 3:00 PM to 4:30 PM

Location: Zoom

Google Drive

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

Facilitator: Alfredo Hernandez

Audience: All Classified

Section #: 6207

Class Time: 10:30 AM to 12:00 PM

Location: Twin Peaks Center - 601

Importance of Setting Up A Living Will and Trust (Metlife)

Metlife will lead a session on why it is important to set up a Living Will & Trust. Many people think that “estate planning” is something meant for just the “rich.” This is a misconception that all too often leads to miscommunication, hurt feelings and unhappy surprises. Everybody needs an estate plan. Employees will learn about establishing and prioritizing goals, what today's estate tax landscape means for them, and how to avoid common mistakes.

Facilitator: Metlife

Audience: All Classified

Section #: 6216

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

Location: Zoom

Intro to Excel

This Introductory Class is geared towards students who are new to Excel. We begin with toolbar familiarization, then move on to basic formulas and functions. By the end of the class, you will be able to create and format your own spreadsheet and make basic calculations using formulas and functions.

Facilitator: Alfredo Hernandez

Audience: All Classified

Section #: 6206

Class Time: 1:00 PM to 3:30 PM

Location: Twin Peaks Center – 601

Job Alike for Full Inclusion IAs

Join the Full Inclusion Team for a hands-on, interactive workshop where we will learn how to modify and accommodate on the spot. Please bring a laptop or device if you have one.

Facilitator:

Audience: Special Education

Section #: 6188

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

Location: Twin Peaks Center - 403

Make Peace with Time

From deadlines to scheduling pressures to juggling priorities, stress can make the clock seem like our enemy. Time to make peace with time! Learn about factors that you may not even realize can impact time management. We'll discuss strategies for common time traps at work and help you identify an action plan to improve your relationship with time.

Facilitator: Cindy Dickinson, Evernorth

Audience: All Classified

Section #: 6176

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

Location: Zoom

Mental Health and Wellbeing Strategies for Today's Worker

This presentation will explore the critical intersection between mental health and career development, highlighting the significant impact of mental well-being on professional performance, resilience, and creativity. We'll begin by examining the current mental health landscape, both at the macro and workforce levels, to understand the challenges faced by many employees, and then we'll discuss practical strategies for integrating mental health practices into daily life and work, offering tools and resources to support both personal and professional growth.

Facilitator: Matthew Allen, Rula

Audience: All Classified

Section #: 6194

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

Location: Zoom

Preschool TK Learning Foundations Deep Dive - Jigsaw/Unpacking of PTKLF Domains

The Preschool TK Learning Foundations (PTKLF) were edited this summer and offer amazing insight and guidance in working with our early learners. This session is an opportunity to deep dive into these learning foundations and begin to explore how they can guide your practice as an educator.

Facilitator: Heather Green

Audience: Preschool/TK Staff

Section #: 6225

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

Location: Deer Canyon Elementary School MPR

Refresh, Refocus, Relax: Techniques that Work

Living with stress can take a serious toll on both mental and physical health. How can you release the tension and reclaim

a sense of balance? Join us to learn and try out three simple techniques that can be used to initiate the body's natural relaxation response.

Facilitator: Janice Zimmerman, LCSW-C, Evernorth

Audience: All Classified

Section #: 6173

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

Location: Zoom

Rekindle Your Spark

Mindfulness, Relaxation & Self Care Strategies: This is a hands-on workshop that will provide participants with strategies to overcome stress, burnout, bore out and social isolation. We will look at a variety of methods to rekindle your spark, including increasing our awareness, mindfulness and accepting others, finding balance through building our resilience, boundaries and self-care and finally, maintaining our connection with others through gratitude. As we go through each of the topics, participants will complete a worksheet which will be used to create a plan for change in their daily living.

Facilitator: Mindy Markowitz, Kaiser Permanente

Audience: All Classified

Section #: 6208

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

Location: Zoom

The Retirement Puzzle - How to Ensure You Have All of the Pieces

Horace Mann, founded by educators for educators, presents California Public Employees' Retirement System (CalPERS). The intention of the workshop is to provide details of the state retirement program, show you how a benefit is calculated and discuss the retirement planning process. Cost of living adjustments and social security are discussed as well.

Facilitator: Ryan Lamberto, Horace Mann

Audience: All Classified

Section #: 6197

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

Location: Zoom

Section #: 6209

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

Location: Zoom

Review of Basic Integrated Math Skills 1

In this class, we will review writing algebraic expressions, PEMDAS, positive and negative numbers, combining like terms, solving for a variable, absolute value, properties of exponents, line & angle recognition.

Facilitator: Amy Durschlag

Audience: All Classified

Section #: 6199

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

Location: Zoom

Section #: 6200

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

Location: Zoom

School Office Manager Job Alike

Work with other School Office Managers to discuss ideas on how to make things run smoothly at your school site. This course is ONLY for staff currently holding the Position Title of School Office Manager.

Host: Rana Balaa

Audience: School Office Managers ONLY

Section #: 6221

Class Time: 9:00 AM to 12:00 PM *Location:* Creekside Elementary School

Special Ed IA Bootcamp

IAs are an integral part of the student experience. This session will focus on roles and responsibilities, understanding specific disabilities and more. If you are a new IA or an experienced IA who would like a refresher, Please join us!

Facilitator:

Audience: Special Education

Section #: 6191

Class Time: 10:30 AM to 12:00 PM

Location: PSEA Office

Tips for Understanding and Responding to Student Behavior

Join the COSA Team, and our partners at Thompson Policy Institute on Disability, as we talk about the role of the IA in addressing problematic behaviors. We'll discuss managing our own emotions, ways to provide de-escalation strategies, and take a deep dive into what is happening inside the student brain during crisis.

Facilitator: COSA Team & Thompson Policy Institute

Audience: Special Education

Section #: 6186

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

Location: Zoom

Trauma-Informed Student Connection

Presented by the National Conflict Resolution Center, participants in the Trauma-Informed Student Connection develop communication skills that allow them to build stronger, more trusting relationships with youth who have experienced

trauma, thereby creating the psychological safety necessary for students to achieve their academic and social-emotional learning goals. Participants will learn to: develop communication skills to navigate challenging situations with youth who have experienced trauma; learn strategies to de-escalate tense situations; explore approaches to build resiliency.

Facilitator: National Conflict Resolution Center

Audience: All Classified

Section #: 6172

Class Time: 10:30 AM to 12:30 PM

Location: Twin Peaks Center

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: Karen Kupetsky

Audience: All Classified

Section #: 6204

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

Location: Zoom

Section #: 6205

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

Location: Zoom

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

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