



**Districtwide**  
**Professional Development**  
for  
**Paraprofessionals**  
**(Instructional and Non-instructional)**

June 8, 2009 – November 8, 2009



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*Professional Development Catalog  
(June 8-November 8)*

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## How to read the catalog

Title	Description	Prerequisites	Start Date	End Date
All Levels: Building Advanced Products in Gifted and Talented Programs (K-12) 6-hour G/T Update.	HOW DO WE CHALLENGE advanced products and what are they? What creative and critical thinking skills do students need to produce an advanced product, and how do advanced products change throughout a student's school career? 6-HOUR G/T ANNUAL UPDATE. (room B202)	ELEMENTARY CLUSTER TEACHERS PRE-AP AND AP TEACHERS ARE HIGHLY ENCOURAGED TO ATTEND	6/22/2009 8:00:00 AM	6/22/2009 3:30:00 PM

## All Paraprofessionals

*This section includes secretaries and aides.*

### In-District

<b>Title</b>	<b>Description</b>	<b>Target Audience</b>	<b>Start Time</b>	<b>End Time</b>
<b>Financial Coding</b>	Financial Coding Overview	All campus secretaries	6/23/2009 8:00 AM	6/23/2009 11:00 AM
<b>Pentamation</b>	Pentamation Workshop	All campus secretaries	6/23/2009 12:30 PM	6/23/2009 3:30 PM
<b>Financial Coding</b>	Financial Coding Overview	All campus secretaries	6/24/2009 8:00 AM	6/24/2009 11:00 AM
<b>Pentamation</b>	Pentamation Workshop	All campus secretaries	6/24/2009 12:30 PM	6/24/2009 3:30 PM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Publisher and PowerPoint.	All paraprofessionals (instructional and non-instructional)	7/28/2009 8:00 AM	7/28/2009 11:00 AM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Publisher and PowerPoint.	All paraprofessionals (instructional and non-instructional)	7/28/2009 12:30 PM	7/28/2009 3:30 PM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Excel.	All paraprofessionals (instructional and non-instructional)	7/30/2009 8:00 AM	7/30/2009 11:00 AM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Excel.	All paraprofessionals (instructional and non-instructional)	7/30/2009 12:30 PM	7/30/2009 3:30 PM
<b>Financial Coding</b>	Financial Coding Overview	All campus secretaries	8/4/2009 8:00 AM	8/4/2009 11:00 AM
<b>Pentamation</b>	Pentamation Workshop	All campus secretaries	8/4/2009 12:30 PM	8/4/2009 3:30 PM
<b>Financial Coding</b>	Financial Coding Overview	All campus secretaries	8/5/2009 8:00 AM	8/5/2009 11:00 AM
<b>Pentamation</b>	Pentamation Workshop	All campus secretaries	8/5/2009 12:30 PM	8/5/2009 3:30 PM
<b>A Fresh Perspective</b>	This course teaches mental flexibility through an engaging exercise that guides participants to set aside what they “know” in order to see what they might have missed. A flexible mind is fertile ground for thinking outside the box and the development of new solutions to old problems.	All Paraprofessionals (instructional and non-instructional)	9/19/2009 8:00 AM	9/19/2009 11:00 AM
<b>Building Blocks to a Better Classroom Part 1</b>	(Must attend Part 2) This course shares how the classroom paraprofessionals are an integral part to the success of our students.	All campus paraprofessionals (instructional ONLY)	9/19/2009 8:00 AM	9/19/2009 3:30 PM

<b>Title</b>	<b>Description</b>	<b>Target Audience</b>	<b>Start Time</b>	<b>End Time</b>
<b>Its All About Customer Service</b>	Participants will walk away refreshed and with a collection of strategies to help them perform quality customer service.	All campus paraprofessionals (non-instructional ONLY)	9/19/2009 8:00 AM	9/19/2009 11:00 PM
<b>Connections</b>	Building on the foundation of internal flexibility, the “Connections” workshop promotes interpersonal connect ability through an inspiring Candid C era video called the <i>Green Kid</i> , one on one interviews and a deeper understanding of the four basic human interaction styles. The ability to appreciate all styles provides a powerful tool for cultivating connections with co-workers, customers, family members, friends -- in essence everybody.	All paraprofessionals (instructional and non-instructional)	9/19/2009 12:30 PM	9/19/2009 3:30 PM
<b>A Fresh Perspective</b>	This course teaches mental flexibility through an engaging exercise that guides participants to set aside what they “know” in order to see what they might have missed. A flexible mind is fertile ground for thinking outside the box and the development of new solutions to old problems.	All paraprofessionals (instructional and non-instructional)	10/24/2009 8:00 AM	10/24/2009 11:00 AM
<b>Building Blocks to a Better Classroom Part 2</b>	(Must attend Part 1) This course continues to discuss how the classroom paraprofessionals are an integral part to the success of our students.	All campus paraprofessionals (instructional ONLY)	10/24/2009 8:00 AM	10/24/2009 3:30 PM
<b>Its All About Customer Service</b>	Participants will walk away refreshed and with a collection of strategies to help them perform quality customer service.	All campus paraprofessionals (non-instructional ONLY)	10/24/2009 8:00 AM	10/24/2009 11:00 AM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Publisher and PowerPoint.	All paraprofessionals (instructional and non-instructional)	10/24/2009 8:00 AM	10/24/2009 11:00 AM
<b>Microsoft Office Applications</b>	Learn how to use Microsoft Excel.	All paraprofessionals (instructional and non-instructional)	10/24/2009 12:30 PM	10/24/2009 3:30 PM

Title	Description	Target Audience	Start Time	End Time
<b>Connections</b>	Building on the foundation of internal flexibility, the “Connections” workshop promotes interpersonal connect ability through an inspiring Candid C era video called the <i>Green Kid</i> , one on one interviews and a deeper understanding of the four basic human interaction styles. The ability to appreciate all styles provides a powerful tool for cultivating connections with co-workers, customers, family members, friends -- in essence everybody.	All paraprofessionals (instructional and non-instructional)	10/24/2009 12:30 PM	10/24/2009 3:30 PM

### Out-of-District Recommendations

Title	Description	Target Audience	Start Date	End Date
<b>TASBO Summer Conference</b> <a href="http://www.tasbo.org">http://www.tasbo.org</a>	An independent, not-for-profit professional association, the Texas Association of School Business Officials (TASBO) is dedicated to serving as the recognized source of accurate, objective school business and operations information, educating its diverse membership and constituency in professional best practices, and promoting high standards of conduct and professional ethics in the industry.	All paraprofessionals (instructional and non-instructional)	6/18//2009 8:00:00 AM	6/19/2009 4:00 PM
<b>TESA Summer Work Conference</b> <a href="http://www.tesatexas.org">http://www.tesatexas.org</a>	The Texas Educational Support Staff Association (TESA) was organized March 3, 1951, in Houston, Texas, with sixty-eight charter members. Since the organization meeting, TESA has been affiliated with the National Association of Educational Office Professionals, and from 1952 until 1980 was affiliated with the Texas State Teacher’s Association of School Administrators	All paraprofessionals (instructional and non-instructional)	6/17/2009 8:00 AM	6/20/2009 4:00 PM

### Bilingual/ESL Aides

*This section includes all elementary, secondary, and special bilingual / ESL aides.*

## In-District

Title	Description	Target Audience	Start Date	End Date
<b>Tips for Assisting in a Bilingual/ESL Classroom</b>	Bilingual and ESL aides will learn the nuts and bolts of the bilingual/ESL program as well as practical ways in which they can be of the greatest assistance to their cooperating teachers.	Bilingual/ESL Aides ONLY	8/3/2009 12:30 PM	8/3/2009 3:30 PM

## Computer Aides

*This section includes all elementary computer aides.*

### In-District

Title	Description	Target Audience	Start Time	End Time
<b>Type to Learn 4 and Type to Learn Jr.</b>	Set up students in Type to Learn 4 and Type to Learn Jr. , learn how to print Kindergarten and first grade student logins.	Computer Aides ONLY	8/31/2009 3:30 PM	8/31/2009 5:30 PM
<b>Maxshow and PowerPoint</b>	Review Maxshow, PowerPoint, and come for just question and answer session.	Computer Aides ONLY	10/12/2009 3:30 PM	10/12/2009 5:30 PM

## Library Services

*This section includes all elementary and secondary librarian aides.*

### In-district

Title	Description	Target Audience	Start Time	End Time
<b>Horizon Automation System Training</b>	Learn the basics in Horizon, HIP, and WebReporter including circulation, searching holds, ILL, and overdue reports.	New Librarian Aides ONLY	8/6/2009 8:00 AM	8/6/2009 11:00 AM
<b>Dairy of a Library Aide</b>	What does the job description of a library aide involve? Get the inside look of a typical day in the library and tips to make tasks more efficient. Horizon basics and how these functions may be most often used in the library will be reviewed.	New Librarian Aides ONLY	8/6/2009 12:30 PM	8/6/2009 3:30 PM
<b>True Colors @ Your Library</b>	Your personality style impacts the environment you create in the library, the way you communicate with students and staff, and how you organize your work flow. Learn how True Colors can help you maximize your potential in order to enhance the library program.	Librarians and library aides ONLY	9/19/2009 8:00 AM	9/19/2009 11:00 AM
<b>Get Everyone in Your Boat Rowing in the Same Direction</b>	Do you ever feel like one side of your boat is being rowed in the opposite direction as the other side? Learn how to “Get Everyone in Your Boat Rowing in the Same	Librarians and library aides ONLY	9/19/2009 12:30 PM	9/19/2009 3:30 PM

Title	Description	Target Audience	Start Time	End Time
	Direction” in order to work toward a shared vision and common goals.			

## Physical Education

*This section includes all elementary and secondary physical education aides.*

### In-district

Title	Description	Target Audience	Start Time	End Time
<b>All Levels: Physical Education Live -(K-12)</b>	The focus of the course will be on activities for purposeful physical education.	PE Aides ONLY	6/15/2009 12:30 PM	6/15/2009 3:30 PM
<b>All Levels: Experiential Learning, Empowerment and Te Development: K-12 PE &amp; Health</b>	This course focuses understanding the process of experiential learning, the initiatives, empowerment, and how each affects learning, skill acquisition, positive change and growth. Presented by Region 10: Victor Cheatham and Bobby Brown.	PE Aides ONLY	6/16/2009 8:00 AM	6/16/2009 3:30 PM
<b>All Levels: Movement Curriculum for Grades K-12</b>	The course will focus on increasing activity while covering TEKS.	PE Aides ONLY	6/18/2009 8:00 AM	6/18/2009 3:30 PM
<b>All Levels: Physical Education Live</b>	The focus of this course will be on activities for purposeful physical education.	PE Aides ONLY	7/20/2009 12:30 PM	7/20/2009 3:30 PM
<b>All Levels: Experiential Learning, Empowerment and Te Development (PE &amp; Health)</b>	This course focuses understanding the process of experiential learning, the initiatives, empowerment, and how each affects learning, skill acquisition, positive change and growth. Presented by Region 10: Victor Cheath and Bobby Brown.	PE Aides ONLY	7/21/2009 8:00 AM	7/21/2009 3:30 PM
<b>All Levels: Health and PE for FISD</b>	The course will cover content and strategies that create meaningful learning for health and PE. Presented by Region X/ Victor Cheatham.	PE Aides ONLY	7/29/2009 8:00 AM	7/29/2009 3:30 PM
<b>All levels: Movement Curriculum</b>	The course will focus on increasing activity in your PE class while covering TEKS.	PE Aides ONLY	7/30/2009 8:00 AM	7/30/2009 3:30 PM
<b>All levels: CPR Class for PE Teachers</b>	CPR Training	PE Aides ONLY	7/31/2009 8:00 AM	7/31/2009 11:00 AM
<b>All Levels: CPR for PE and Health</b>	CPR Training	PE Aides ONLY	8/6/2009 8:00 AM	8/6/2009 11:00 AM

## Nurse/Health Services

This section includes all elementary and secondary nurses' aides.

### Out-Of-District Recommendations

Title	Description	Target Audience	Start Time	End Time
<b>Life-Threatening Pediatric Emergencies, San Antonio</b>	6.3 Continuing Education Hours	Nurse Aides ONLY	6/8/2009 7:00 AM	6/8/2009 4:45 PM
<b>Life-Threatening Pediatric Emergencies, Houston</b>	6.3 Continuing Education Hours	Nurse Aides ONLY	6/9/2009 7:00 AM	6/9/2009 4.45 PM
<b>Nursing in Texas: A Regulatory Foundation for Safe Practice</b>	Sheraton Arlington, Arlington, TX., 6 Continuing Education Hours	Nurse Aides ONLY	6/9/2009 8:00 AM	6/9/2009 3:30 PM
<b>Life-Threatening Pediatric Emergencies, Dallas</b>	6.3 Continuing Education Hours	Nurse Aides ONLY	6/10/2009 7:00 AM	6/10/2009 4:45 PM
<b>Nursing in Texas: A Regulatory Foundation for Safe Practice</b>	Sheraton Arlington, Arlington, TX., 6 Continuing Education Hours	Nurse Aides ONLY	6/10/2009 8:00 AM	6/10/2009 3:30 AM
<b>2009 Pediatric Challenges: Summer School-Nursing Consideration for the School Age Child &amp; Adolescent-Scott &amp; White Healthcare</b>	Pre-Conference June 16, 2009, 15.66 Continuing Education Hours for attending all sessions	Nurse Aides ONLY	6/17/2009 7:00 AM	6/18/2009 4:45 PM
<b>Lake Dallas ISD</b>	Day 1 (Legal Issues for School Nurses), Day 2 (Childhood Cancer: What to expect in the school setting), 12.6 Continuing Education Hours will be awarded if the participant attends both days.	Nurse Aides ONLY	6/20/2009 7:30 AM	6/21/2009 4:00 PM
<b>School Nurse Symposium-Cook Children's Medical Center-Ft. Worth</b>	Tummy Talk: What Stomach Pain May Be Telling You, Meeting the Needs of Kids in Crisis, Scratches, Sneezes & Sniffles: The Real Story Behind Allergies, Skin Problems: Things That Come Up During the Night, What You Need to Know About Gangs, How a RAT Can Best a Bully, 6.25 Continuing Education Hours	Nurse Aides ONLY	6/24/2009 7:45 AM	6/24/2009 4:00 PM
<b>School Nurse Symposium-Cook Children's Medical Center-Ft. Worth</b>	Tummy Talk: What Stomach Pain May Be Telling You, Meeting the Needs of Kids in Crisis, Scratches, Sneezes & Sniffles: The Real Story Behind Allergies, Skin Problems: Things That Come Up During the Night, What You Need to Know About Gangs, How a RAT Can Best a Bully, 6.25 Continuing Education Hours	Nurse Aides ONLY	7/17/2009 7:45 AM	7/17/2009 4:00 PM
<b>Advances in School Nursing, 2009 Summer Conferences- American Healthcare Institute &amp; National Association of School Nurses, San Antonio, TX</b>	Continuing Education Hours for both days, plus Pre & Post conferences available July 15 & July 18, Pre conference, 6.5 Continuing Education Hours, Post Conference-4 Continuing Education Hours.	Nurse Aides ONLY	7/15/2009 7:00 AM	7/18/2009 4:45 PM

## Special Education

*This section includes all elementary and secondary special education paraprofessionals.*

### In-District

Title	Description	Target Audience	Start Time	End Time
<b>All Levels: Assessment of Students with Multiple Impairments/Visual Impairments (MI/VI)</b>	Participants will learn various evaluation techniques for use with students with multiple and visual impairments.	Active Learning and Life Skills Aides ONLY	6/24/2009 8:00 AM	6/24/2009 11:00 AM
<b>All Levels: Every Move Counts Assessment of students with Multiple Impairments</b>	Participants will learn techniques to assess student responses to various stimuli for planning instruction	Active Learning and Life Skills Aides ONLY	6/24/2009 12:30 PM	6/24/2009 3:30 PM
<b>TLC Team - Overview</b>	<u>Overview:</u> handbooks, daily schedules, pairing, regression testing ABLLS-R	TLC Aides ONLY	9/3/2009 3:30 PM	9/3/2009 5:30 PM
<b>TLC Team - Data Collection</b>	Data Collection/ IEPs, Graphing progress	TLC Aides ONLY	10/1/2009 3:30 PM	10/1/2009 5:30 PM
<b>TLC Team - ARDs</b>	Preparing for Challenging ARDs	TLC Aides ONLY	11/5/2009 3:30 PM	11/5/2009 5:30 PM

### Out-of-District

Title	Description	Target Audience	Start Time	End Time
<b>Region 10 Early Childhood Summer Institute</b>	Attend this multi-day, multi-strand institute to learn research-based strategies to enhance learning and development of preschool children with disabilities. Information related to best practices and instructional techniques will be emphasized.	PPCD and PreK/Head Start Aides ONLY	7/21//2009 8:00 AM	7/23/2009 11:00 PM

## Technology Specialist

*This section includes all technology specialists.*

### In-district

Title	Description	Target Audience	Start Date	End Date
<b>Mac Troubleshooting tips and techniques</b>	Learn the basic troubleshooting tips and techniques for the Mac Pro.	Technology Specialist ONLY	8/11/2009 8:00 AM	8/11/2009 11:00 AM
<b>Beginning of the Year Procedures</b>	Go over beginning of the year procedures such as bells, phones, Microsoft login, network information, and Eduphoria Helpdesk.	Technology Specialist ONLY	8/11/2009 12:30 PM	8/11/2009 3:30 PM