



**Professional Development Catalog**  
for  
**CAMPUS and CENTRAL**  
**Paraprofessionals (Auxiliary)**  
(Instructional and Non-instructional)

June 7, 2010 – November 8, 2010

## Table of Contents

Non-Contract Courses.....	3
Bilingual Paraprofessionals.....	3
Computer Aides .....	5
Campus Paraprofessionals .....	6
Central Office Paraprofessionals .....	11
Library Aides .....	12
Nurse Aides.....	13
Special Education Paraprofessionals .....	14

## Non-Contract Courses

### Bilingual Paraprofessionals

Title	Description	Prerequisites	Start Date	End Date
<b>Elementary: Criteria of Effective Writing in Spanish (Criterios de la Escritura Eficaz) (K-5)</b>	This session will discuss the criteria necessary to help students become writers in the bilingual classroom. The workshop will cover a brief awareness of the 6 writing traits, the incorporation of using children's literature as mentor text, and the use of writing rubrics. This is a very interactive workshop in which participants will apply all practical ideas. A bibliography of children's literature will be distributed for grades k-5. For Bilingual Teachers and Paras Only.	All Bilingual Paraprofessionals	6/15/2010 8:00:00 AM	6/15/2010 11:00:00 AM
<b>Elementary: Cantos, Juegos, Rimas, y Poesias (K-5)</b>	Un elefante se columpiaba sobre la tela de una arana mientras maestras se divertian con la esperanza de ensenanza...En este taller, todo aprenderan cantando y jugando! Recuerdan sus rimas favoritas? La musica, juegos, y rimas tradicionales ofrecen una avenida que se debe explorar e incorporar en la instruccion primaria. Estrategias para aumentar la participacion de padres y familia en la educacion del nino seran parte de esta sesion. Ademias, los participantes aplicaran estrategias correspondientes al desarrollo de idioma espanol de acuerdo con los TEKS. For Bilingual Teachers Only.	All Bilingual Paraprofessionals	6/15/2010 12:30:00 PM	6/15/2010 3:30:00 PM
<b>Elementary: Criteria of Effective Writing in Spanish (Criterios de la Escritura Eficaz) (K-5)</b>	This session will discuss the criteria necessary to help students become writers in the bilingual classroom. The workshop will cover a brief awareness of the 6 writing traits, the incorporation of using children's literature as mentor text, and the use of writing rubrics. This is a very interactive workshop in which participants will apply all practical ideas. A bibliography of children's literature will be distributed for grades k-5. For Bilingual Teachers and Paras Only.	All Bilingual Paraprofessionals	6/24/2010 8:00:00 AM	6/24/2010 11:00:00 AM
<b>Elementary: Cantos, Juegos, Rimas, y Poesias (K-5)</b>	Un elefante se columpiaba sobre la tela de una arana mientras maestras se divertian con la esperanza de ensenanza...En este taller, todo aprenderan cantando y jugando! Recuerdan sus rimas favoritas? La musica, juegos, y rimas tradicionales ofrecen una avenida que se debe explorar e incorporar en la instruccion primaria. Estrategias para aumentar la participacion de padres y familia en la educacion del nino seran parte de esta sesion. Ademias, los participantes aplicaran estrategias correspondientes al desarrollo de idioma espanol de	All Bilingual Paraprofessionals	6/24/2010 12:30:00 PM	6/24/2010 3:30:00 PM

	<b>acuerdo con los TEKS. For Bilingual Teachers Only.</b>			
<b>Elementary: Literacy in the Early Childhood Classroom (PPCD)</b>	Targeted Audience-PPCD Teachers/Paras. Literacy in the Early Childhood Classroom.	PPCD Paraprofessionals	6/30/2010 12:30:00 PM	6/30/2010 3:30:00 PM
<b>Elementary: PPCD-Literacy at ECS</b>	Targeted Audience: PPCD Teachers and Paras. Increase knowledge of literacy instruction for the early childhood student.	PPCD Paraprofessionals	9/25/2010 12:30:00 PM	9/25/2010 3:30:00 PM

## Computer Aides

<b>Title</b>	<b>Description</b>	<b>Prerequisites</b>	<b>Start Date</b>	<b>End Date</b>
Paraprofessionals: Office 2007 for Elementary Campus Computer Aides		For Elementary Computer Aides only	9/14/2010 3:30:00 PM	9/14/2010 5:30:00 PM
Paraprofessionals: Office 2007 for Elementary Campus Computer Aides		For Elementary Computer Aides only	10/21/2010 3:30:00 PM	10/21/2010 5:30:00 PM
Paraprofessionals: SRA for the Elementary Computer Aides		For Elementary Computer Aides only	10/7/2010 3:30:00 PM	10/7/2010 5:30:00 PM

## Campus Paraprofessionals (Auxiliary)

<b>Title</b>	<b>Description</b>	<b>Prerequisites</b>	<b>Start Date</b>	<b>End Date</b>
<b>Paraprofessionals: What's the Word on Word 2007?</b>	Come take a look at the new interface in Word 2007 and spend less time formatting--more time writing. Not only will you learn how to use the enhanced tools such as smart art and live preview, but you will also become familiar with the themes and styles that are available.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/14/2010 8:00:00 AM	6/14/2010 11:00:00 AM
<b>Paraprofessionals: Excel with Excel 2007</b>	Explore the new interface of Excel 2007 while learning how to create spreadsheets, filter and format tables, and use simple formulas. It's easier than you think!!	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/14/2010 12:30:00 PM	6/14/2010 3:30:00 PM
<b>Paraprofessionals: Get to the Point with PowerPoint 2007</b>	Create a dynamic and professional-looking presentation with PowerPoint 2007. Not only will you discover the new and improved effects, you will also learn how to utilize the live preview tool and the smart art graphics. Your presentations will never be the same again!	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/15/2010 8:00:00 AM	6/15/2010 11:00:00 AM
<b>Paraprofessionals: Take a Peek at Publisher 2007</b>	Would you like to learn how to create a newsletter, brochure or invitation without any problem? If so, come learn how to utilize the hundreds of customizable templates Publisher 2007 offers while exploring the various easy-to-use tools.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/15/2010 12:30:00 PM	6/15/2010 3:30:00 PM
<b>Campus Paraprofessionals: Connections</b>	Building on the foundation of internal flexibility, the "Connections" workshop promotes interpersonal connect ability through an inspiring Candid Camera video called the Green Kid, one on one interviews and a deeper understanding of the four basic human interaction styles.	Campus Paraprofessionals ONLY	6/16/2010 8:00:00 AM	6/16/2010 11:00:00 AM
<b>Paraprofessionals: Excel with Excel 2007</b>	Explore the new interface of Excel 2007 while learning how to create spreadsheets, filter and format tables, and use simple formulas. It's easier than you think!!	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/16/2010 8:00:00 AM	6/16/2010 11:00:00 AM
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<b>Paraprofessionals: What's the Word on Word 2007?</b>	Come take a look at the new interface in Word 2007 and spend less time formatting--more time writing. Not only will you learn how to use the enhanced tools such as smart art and live preview, but you will also become familiar with the themes and styles that are available.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	6/16/2010 12:30:00 PM	6/16/2010 3:30:00 PM
<b>Campus Paraprofessionals: Building Blocks to a Better Classroom (2-DAYS)</b>	This course shares how the classroom paraprofessionals are an integral part to the success of our students.	NOTE: This is a 2-day course; attendance on both days is required for credit.  CAMPUS Instructional Paraprofessionals Only	6/14/2010 8:00:00 AM	6/15/2010 3:30:00 PM

<b>Campus Paraprofessionals: Its All About Customer Service</b>	Participants will walk away refreshed and with a collection of strategies to help them perform quality customer service.	CAMPUS PARAPROFESSIONALS ONLY	6/17/2010 8:00:00 AM	6/17/2010 11:00:00 AM
<b>Paraprofessionals: Take a Peek at Publisher 2007</b>	Would you like to learn how to create a newsletter, brochure or invitation without any problem? If so, come learn how to utilize the hundreds of customizable templates Publisher 2007 offers while exploring the various easy-to-use tools.	Paras not on contract will receive non-contract hours. All others will not received non-contract credit.	6/17/2010 8:00:00 AM	6/17/2010 11:00:00 AM
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<b>All Levels: Financial Coding Class</b>	(For Paras, Budget Managers, and Administrators) Learn how to code your direct pays and requisitions. When to use what object for purchases.	TARGET AUDIENCE: Teachers and Administrators only! Instructor will bring handouts.	6/21/2010 8:00:00 AM	6/21/2010 11:00:00 AM
<b>All Levels: Pentamation</b>	(For Paras, Budget Managers & Administrators) This course is for staff members who work in Pentamation in order to create budget transfers, direct pays, and requisitions  Custom Credit will be awarded for this course. Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	Custom Credit will be awarded for this course. Paras not on contract will receive non-contract hours. All others will not received non-contract credit.	6/21/2010 12:30:00 PM	6/21/2010 3:30:00 PM
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<b>Campus Paraprofessionals: 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.	For Campus Paraprofessionals ONLY	6/23/2010 8:00:00 AM	6/23/2010 11:00:00 AM
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<b>Paraprofessionals: Excel with Excel 2007</b>	<p>Explore the new interface of Excel 2007 while learning how to create spreadsheets, filter and format tables, and use simple formulas. It's easier than you think!!</p>	<p>Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.</p>	7/27/2010 8:00:00 AM	7/27/2010 11:00:00 AM
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<b>All Levels: Pentamation</b>	<p>(For Paras, Budget Managers, &amp; Administrators) This course is for staff members who work in Pentamation in order to create budget transfers, direct pays, and requisitions</p> <p>Custom Credit will be awarded for this course. Paras not on contract will receive non-contract</p>	<p>Custom Credit will be awarded for this course. Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.</p>	7/28/2010 12:30:00 PM	7/28/2010 3:30:00 PM

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<b>Paraprofessionals: What's the Word on Word 2007?</b>	Come take a look at the new interface in Word 2007 and spend less time formatting--more time writing. Not only will you learn how to use the enhanced tools such as smart art and live preview, but you will also become familiar with the themes and styles that are available.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	9/23/2010 4:30:00 PM	9/23/2010 5:30:00 PM
<b>Campus Paraprofessionals: 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.	For Campus Paraprofessionals ONLY	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
<b>Campus Paraprofessionals: Its All About Customer Service</b>	Participants will walk away refreshed and with a collection of strategies to help them perform quality customer service.	CAMPUS PARAPROFESSIONALS ONLY	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
<b>Paraprofessionals: Office 2007 Overview</b>	Take a look at the Office 2007 applications. We will go over Word, Powerpoint, Excel, Publisher, and Outlook	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
<b>Paraprofessionals: Word and Powerpoint 2007</b>	Get to know Word and Powerpoint 2007.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
<b>Campus Paraprofessionals: 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.	For Campus Paraprofessionals ONLY	9/25/2010 12:30:00 PM	9/25/2010 3:30:00 PM
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<b>Paraprofessionals: Word and Powerpoint 2007</b>	Get to know Word and Powerpoint 2007.	Paras not on contract will receive non-contract hours. All others will not receive non-contract credit.	9/25/2010 12:30:00 PM	9/25/2010 3:30:00 PM
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<b>Paraprofessionals: Excel and PowerPoint 2007</b>	Explore the new interface of Excel and PowerPoint 2007. Create dynamic and professional looking documents and PowerPoint slideshows; learn how to utilize the live preview tools and the smart art graphics.		9/30/2010 4:30:00 PM	9/30/2010 5:30:00 PM
<b>Campus Paraprofessionals: Connections</b>	Building on the foundation of internal flexibility, the "Connections" workshop promotes interpersonal connect ability through an inspiring Candid Camera video called the Green Kid, one on one interviews and a deeper understanding of the four basic human interaction styles.	Campus Paraprofessionals ONLY	10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM
<b>Campus Paraprofessionals: Its All About Customer Service</b>	Participants will walk away refreshed and with a collection of strategies to help them perform quality customer service.	CAMPUS PARAPROFESSIONALS ONLY	10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM

<b>Paraprofessionals: Word and Publisher 2007</b>	Get to know Word and Publisher 2007.		10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM
<b>Paraprofessionals: Powerpoint and Excel</b>	Get to know Powerpoint and Excel 2007.		10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM
<b>Campus Paraprofessionals: Connections</b>	Building on the foundation of internal flexibility, the "Connections" workshop promotes interpersonal connect ability through an inspiring Candid Camera video called the Green Kid, one on one interviews and a deeper understanding of the four basic human interaction styles.	Campus Paraprofessionals ONLY	10/23/2010 12:30:00 PM	10/23/2010 3:30:00 PM
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<b>Paraprofessionals: Excel and PowerPoint 2007</b>	Explore the new interface of Excel and PowerPoint 2007. Create dynamic and professional looking documents and PowerPoint slideshows; learn how to utilize the live preview tools and the smart art graphics.		10/28/2010 4:30:00 PM	10/28/2010 5:30:00 PM

## **Central Office Paraprofessionals**

<b>Title</b>	<b>Description</b>	<b>Prerequisites</b>	<b>Start Date</b>	<b>End Date</b>
<b>Paraprofessionals: What's the Word on Word 2007?</b>	Come take a look at the new interface in Word 2007 and spend less time formatting--more time writing. Not only will you learn how to use the enhanced tools such as smart art and live preview, but you will also become familiar with the themes and styles that are available.	Paras not on contract will receive non-contract hours. All others will not received non-contract credit.	9/23/2010 4:30:00 PM	9/23/2010 5:30:00 PM
<b>Paraprofessionals: Office 2007 Overview</b>	Take a look at the Office 2007 applications. We will go over Word, Powerpoint, Excel, Publisher, and Outlook.	Paraprofessionals	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
<b>Paraprofessionals: Word and Powerpoint 2007</b>	Get to know Word and Powerpoint 2007.	Paras not on contract will receive non-contract hours. All others will not received non-contract credit.	9/25/2010 8:00:00 AM	9/25/2010 11:00:00 AM
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<b>Paraprofessionals: Excel and PowerPoint 2007</b>	Explore the new interface of Excel and Powerpoint 2007. Create dynamic and professional looking documents and powerpoint slideshows, learn how to utilize the live preview tools and the smart art graphics.	Paraprofessionals	9/30/2010 4:30:00 PM	9/30/2010 5:30:00 PM
<b>Paraprofessionals: Word and Publisher 2007</b>	Get to know Word and Publisher 2007.	Paraprofessionals	10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM
<b>Paraprofessionals: Powerpoint and Excel</b>	Get to know Powerpoint and Excel 2007.	Paraprofessionals	10/23/2010 8:00:00 AM	10/23/2010 11:00:00 AM
<b>Paraprofessionals: Word and Publisher 2007</b>	Get to know Word and Publisher 2007.	Paraprofessionals	10/23/2010 12:30:00 PM	10/23/2010 3:30:00 PM
<b>Paraprofessionals: Powerpoint and Excel</b>	Get to know Powerpoint and Excel 2007.	Paraprofessionals	10/23/2010 12:30:00 PM	10/23/2010 3:30:00 PM
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## Library Aides

Title	Description	Prerequisites	Start Date	End Date
<b>Paraprofessionals: Who Me? A Display Diva?</b>	(For Library Aides Only) Tap into the power of dynamic displays. You will gather great ideas for displays, including a back to school display. The session will include a time of sharing successful tips to become an effective library aide.	Library Aides ONLY	6/15/2010 8:00:00 AM	6/15/2010 11:00:00 AM
<b>Paraprofessionals: A Day in the Life of a Library Aide</b>	(Library Aides Only) Do you have more on your "to do" list than hours to do it? Leave this session with a plan in your hand on how to work smarter, not harder, to get more done.	Library Aides Only	6/15/2010 12:30:00 PM	6/15/2010 3:30:00 PM
<b>Paraprofessionals: Hands-On Book Repair</b>	Join this hands-on session on book repair with Kary Barth, Kapco rep. Bring several books needing different types of repair.	Library Aides Only	6/16/2010 8:00:00 AM	6/16/2010 11:00:00 AM
<b>Paraprofessionals: Ideas &amp; Inspiration</b>	(For Library Aides) Visit three FISD libraries and hear tips from each library aide on how to make your day more efficient. Participate in a discussion of the "ideas and inspiration" gleaned from each library and how you could incorporate these into your job.	Library Aides Only	6/16/2010 12:30:00 PM	6/16/2010 3:30:00 PM

## Nurse Aides

<b>Title</b>	<b>Description</b>	<b>Prerequisites</b>	<b>Start Date</b>	<b>End Date</b>
<b>All Levels: How to Know if Kids are on Drugs</b>	(For Nurses and Nurse Assistants) Nurses will learn tools & assessment skills to care for students who may be under the influence of drugs.	Nurse Assistants	6/14/2010 8:00:00 AM	6/14/2010 11:00:00 AM
<b>All Levels: Nurse &amp; Nurse Assistants</b>	Nurses & Nurse Assistants will be trained to recognize signs & symptoms of possible abuse and what to do if it is suspected.	Nurse Assistants	6/21/2010 8:00:00 AM	6/21/2010 11:00:00 AM

## Special Education Paraprofessionals

Title	Description	Prerequisites	Start Date	End Date
<b>Elementary: Fisd Response to Intervention Model</b>	To familiarize new elementary teachers with Frisco ISD's model for Response to Intervention and strategies for working with Tiers 1, 2, and 3 students.	All elementary resource and CM teachers, paras, elementary Diags and SLPs.	7/28/2010 8:00:00 AM	7/28/2010 3:30:00 PM
<b>Elementary: Fisd Response to Intervention Model</b>	To familiarize new elementary teachers with Frisco ISD's model for Response to Intervention and strategies for working with Tiers 1, 2, and 3 students.	All elementary resource and CM teachers, paras, elementary Diags and SLPs.	10/23/2010 8:00:00 AM	10/23/2010 3:30:00 PM
<b>All Levels: Life Skills Academy</b>	Targeted Audience-Life Skills Teachers/Paras. Complete Life Skills Academy	Life Skills Paraprofessionals	6/28/2010 8:00:00 AM	6/28/2010 3:30:00 PM
<b>Elementary: Literacy in the Early Childhood Classroom (PPCD)</b>	Targeted Audience-PPCD Teachers/Paras. Literacy in the Early Childhood Classroom.	PPCD Paraprofessionals	6/30/2010 12:30:00 PM	6/30/2010 3:30:00 PM
<b>Elementary: PPCD-Literacy at ECS</b>	Targeted Audience: PPCD Teachers and Paras. Increase knowledge of literacy instruction for the early childhood student.	PPCD Paraprofessionals	9/25/2010 12:30:00 PM	9/25/2010 3:30:00 PM
<b>All Levels: Strategies and Interventions for Students with High functioning Autism/Asperger's</b>	The target audience will be new SAIL teachers and paraprofessionals, LSSPs, and other campus staff through invitation only. This training will provide research based strategies utilized for students with autism spectrum disorders.	SAIL Paraprofessionals	6/28/2010 8:00:00 AM	6/28/2010 3:30:00 PM
<b>All Levels: SBS Overview</b>	Target audience is all new SBS teachers and paraprofessionals. They will receive instruction specific to managing and implementing strategies for SBS classrooms.	SBS Paraprofessionals	7/29/2010 8:00:00 AM	7/29/2010 3:30:00 PM
<b>All Levels: Strategies and Interventions for Students with Significant Behavior Challenges</b>	This training will provide research based strategies utilized for students with significant behavior challenges. The target audience will be new SBS teachers and paraprofessionals, LSSPs, and other campus staff through invitation only.	SBS Paraprofessionals	7/28/2010 8:00:00 AM	7/28/2010 3:30:00 PM
<b>All Levels: Why is He Doing That? Managing Behaviors in the Centralized Classroom</b>	Audience: TLC Teachers and Paras, Life Skills Teachers and Paras, PPCD Teachers and Paras, SAIL Teachers and Paras, SBS Teachers and Paras, SLPs/OTs/PTs supporting centralized classrooms. This is a one day course being repeated on 6/29/2010.	TLC, Life Skills, PPCD, SAIL, SBS Paraprofessionals	6/28/2010 8:00:00 AM	6/28/2010 3:30:00 PM
<b>All Levels: Why is He Doing That? Managing Behaviors in the Centralized Classroom</b>	Audience: TLC Teachers and Paras, Life Skills Teachers and Paras, PPCD Teachers and Paras, SAIL Teachers and Paras, SBS Teachers and Paras, SLPs/OTs/PTs supporting centralized classrooms. This is a one day course.	TLC, Life Skills, PPCD, SAIL, SBS Paraprofessionals	6/29/2010 8:00:00 AM	6/29/2010 3:30:00 PM