

ISD 518 Worthington Schools
SY 2020-2021
Paraprofessional Back to School Training

This year, we will be offering **ALL PARAPROFESSIONAL TRAINING VIRTUALLY**. All district paraprofessionals, general and special education, will be invited, via email, to watch pre-recorded videos for the topics listed below. Videos can be viewed over a 4-day period, the week of August 24-27, 2020. All training videos need to be viewed by 3:30 on Thursday, August 27th. You will find a brief reflective form following each training piece. In the email you receive you will find we are using Schoology for housing the training videos. Information regarding how to access and use Schoology will be provided in the email.

Paraprofessionals are required to **watch all videos to completion followed by submitting 3 take away ideas** prior to being paid for the training. The Payroll Dept. will be notified upon the satisfactory completion of the required Paraprofessional Training. Payroll will enter an 8 hour time segment on your timesheet in TimeClock Plus. You will be required to log in to your TCP and approve these hours, no later than Tuesday, September 1, 2020. Do not clock in or out or enter a unit for this training.

Our district technology team has your iPad ready and it can be picked up beginning August 1st in the WHS Media Center. The tech team is available from 7:00 am - 3:30 pm, M-F. We know this is important for you to pick up your I-pad since you will need to have access to the videos. Please do not forget! When you pick up your I-pad, turn it on and log into your email before you leave the pickup site. This way you are guaranteed to have access to directions about the virtual training.

If you have questions about your device, please contact tech support at technology@isd518.net. You may also contact the technology helpdesk at 507-727-1127.

Training Topics		Timeframe
Toolbox of Success	Special Programs Office	75 min
Supporting Students with Technology	Technology Department	60 min
Essential District Policies/Right to Know/BBP	Human Resources Office	40 min
AESOP, TCP, Leaves, Payroll:	Human Resources Office	40 min
COVID-19 Training	Human Resources Office	60 min
Crisis Response Training: ALICE	Crisis Response (ALICE) Team	60 min
Trauma Informed Practices for School	Mental Health Professionals	60 min
Cultural Competency	EL Staff	60 min