

Classified Skill Blocks 2009-10

Department	Essential Training	Skill Block Training		
		Recurring Monthly	Time Frame	Scheduling contact
Financial Services	<ol style="list-style-type: none"> 1. IFAS (computer program used to generate purchase orders and reconcile accounts), PO process, and Central Supply; Navigating thru CIMS, Account coding 2. Reconciling, budget transfers, expenditure corrections, cash handling including petty cash, payroll, and Pcard process (district credit card for designated users) 	1 st Monday #2 2 nd Monday #1 #1. Jane Schein #2. Deb Bell	9:20 – 11:30 at DTS	Candy Tiff 303-682-7203
DMS	<ol style="list-style-type: none"> 1. Library Automation 2. Cataloging 3. WebMax/Science to Go 4. DMS Overview - @ your library 	2 nd Wed. (#1) 4 th Wed. (#2,3) Individual appt.	2 hrs (8-10a.m) 2 hrs (8-10a.m) 1 hr	DMS 303-682-7373
Student Data/Records	<ol style="list-style-type: none"> 1. Entries and Withdrawals 2. Attendance 3. Report Cards 4. Student records 5. October Count Day 	Please call to schedule an appointment	1 hr Wed/Thurs are best	Pam Adler 303-682-7313
DTS	<ol style="list-style-type: none"> 1. Infinite Campus 2. Microsoft Outlook and Windows 3. Microsoft Office 4. Thin Client 	Please call to schedule an appointment		For Infinite Campus, contact Lorraine Baxter 303-702-7795 Other, contact: Bud Hunt 303-682-7702 or Michelle Bourgeois 303-682-7703
Human Resources	<ol style="list-style-type: none"> 1. Job postings, recommendations, and termination changes. 2. Professional Development absence requests. 3. Sub-Finder 	2 nd Thursday 10:00a.m.	30 min.	Debbie Lopez 303-682-7237
Transportation	<ol style="list-style-type: none"> 1. Staff transportation/coordination. 2. Student transportation. 3. Policy and Procedures: walk distances, small vehicle use, space availability, field trip requests, billing trips, motor vehicle records, SPED transportation, homeless transportation 	Please call to schedule an appointment		Joan Allison 303-682-7253 For appoint w/Patti Kuhn 303-702-7540

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Athletics/Fine Arts	<ol style="list-style-type: none"> 1. District reports/forms. 2. Sub varsity assigners 3. Transportation 	1 st Tuesday	10-10:30am	Esther Balstad 303-682-7315
Student Services	<ol style="list-style-type: none"> 1. Second Language Learners 2. Homeless 	1 st Tuesday 1 st Tuesday	10:30-11:00 10:30-11:00	Sue Merriam 303-772-7775 Ex 7847 Crystal Adams 303-702-7809
Assessment	<ol style="list-style-type: none"> 1. Accountability 2. CSAP <p>Do both topics at once with a focus on understanding the high stakes for both programs. Could be an orientation breakout also.</p>	Please call Sue to schedule an appointment, 20-30 minutes for both		Sue Schweitzer 303-682-7242
Health Clerks	1. Computer <ol style="list-style-type: none"> a) SMS: Data entry for Health Conditions, Immunizations, vision and hearing screenings b) Internet and Intranet features – Switching Roles c) BOCES: searching for students by name / id and running immunization reports/ vision and hearing reports/health condition reports d) Schedule Intro to Outlook and SMS Portal Page through DTS 	Please call to schedule appointments for training	One - 2 hour block	Paula Brunn 303-772-7700 X 7821
	2. Immunizations <ol style="list-style-type: none"> a) Colorado Law for Immunizations & State Web Site b) Rules for entry to Colorado Schools c) Preschool and Kindergarten Registration d) Provisionally Enrolled and Personal Exempt e) When to Exclude from School f) Why do we immunize? 	Please call to schedule appointments for training	One - 2 hour block	Marianne Martinez 303-772-7700 X7869 Or Paula Brunn 303-772-7700 X7821

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Health Clerks (cont)	3. Student Care in the Health Office a) Hand washing / Universal Precautions b) Guidelines for Student Illnesses and Injuries c) Staffing Information Forms d) Health Action Plans / Medically Involved Students e) Head Lice f) Med Policies g) 7. Responsibilities of the School	Please call to schedule appointments for training	One - 2 hour block	Belinda Strickland 303-772-7700 x7830 or Paula Brunn 303-772-7700 X7821
	4. Health Office Management a) First Aid Supplies b) Health Office Daily and Medication Logs c) Monthly Tasks d) Health Office Reports e) 5. volunteer Guidelines	Please call to schedule appointments for training	One - 2 hour block	Paula Brunn 303-772-7700 X7821
Special Education Para Educators	<i>Sept. 2 - The role of the teacher and the paraeducator</i> <i>Oct. 7 - Strategies for working with students</i> <i>Nov. 4 - Information regarding different disability areas</i> <i>Feb.3 - The role of the teacher and the paraeducator</i> <i>Mar. 3 - Strategies for working with students</i> <i>Apr. 7 - Information regarding different disability areas</i> <i>ATTEND 3 Sessions- Register online for the session. closest following your date of hire.</i>	Please call Mindy Brooks schedule participation.	All classes are during late start days, in the LSC, Timberline room with the exception of 10/7, which will be at the ESC Board Room.	Mindy Brooks – SPED mentor 303-772-7700 Brooks_melinda@stvrain.k12.co.us Tracy Dabney 303-772-7700 x 7879
Other Para Educators	1. For Mentor Support, District culture and climate, who to call for what, and other questions, contact the Classified Para-educator Mentor 2. For Intro to Outlook and SMS Portal Page, the Citrix environment or other computer training questions, schedule training with DTS. (See their Skill Block contact.	Classified Para Mentors: Carol Tarbell 303-776-6014		On call for para mentor support of all kinds!

Department overview, location, and contact information included in new hire orientation.