

Classified Skill Blocks 2010-11

Department	Essential Training	Skill Block Training		
		Recurring Monthly	Time Frame	Scheduling contact
Financial Services	IFAS: PO process; central supply; account coding; reconciling accounts; budget transfers, expenditure corrections, cash handling including petty cash, payroll, Pcard process, etc.	Formal training is not available. On-site and mentor support + access to online training through the SVVSD Website Portal page - click on IFAS. <i>Will be the primary training venues</i>		For additional questions call: Char Jones 303-682-7332 Michelle Weeks 303-682-7216 Quarterly meeting for updates and questions begin 9/14/2010
DMS	<ol style="list-style-type: none"> Library Automation Cataloging WebMax/Science to Go 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"> Entries and Withdrawals Attendance Report Cards Student records 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"> Infinite Campus Microsoft Outlook and Windows Microsoft Office Thin Client 	Check Fall training schedule After 8/12, call to schedule training appointment	Training scheduled on an as needed basis	For Infinite Campus, contact Lorraine Baxter 303-702-7795 Other training, contact: Bud Hunt 303-682-7702 or Michelle Bourgeois 303-682-7703
Human Resources	<ol style="list-style-type: none"> Job postings, recommendations, and termination changes. Professional Development absence requests. Sub-Finder 	2 nd Thursday 10:00a.m.	30 min.	Sabrina Arch 303-682-7237
Transportation	<ol style="list-style-type: none"> Staff transportation/coordination. Student transportation. 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
Athletics/Fine Arts	<ol style="list-style-type: none"> District reports/forms. Sub varsity assigners Transportation 	1 st Tuesday	10-10:30am	Esther Balstad 303-682-7315

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Student Services	1. Second Language Learners	1 st Tuesday	10:30-11:00	Sue Merriam 303-772-7775 X7847
	2. Homeless	1 st Tuesday	10:30-11:00	Crystal Adams 303-702-7809
Assessment	1. Accountability 2. CSAP Do both topics at once with a focus on understanding the high stakes for both programs. Could be an orientation breakout also.	Please call Sue to schedule an appointment, 20-30 minutes for both		Sue Schweitzer 303-682-7242
Health Clerks	1. Computer 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 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
	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

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Health Clerks (cont)	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
	5. Procedures for Hearing Screening and Referrals a) Learn functions and use of the portable audiometer b) All aspects of the hearing Screening and Referral process. c) Required for all health clerks	Please call to schedule appointments for training	One – 1.5 hour block	Julie Tulenko, Audiologist 303-776-8674
Special Education Para Educators	<i>Sept. 1 - The role of the teacher and the paraeducator</i> <i>Oct. 6 – Strategies for working with students</i> <i>Nov. 3 – Information regarding different disabilities</i> <i>Dec. 1 – Behavior and communication support</i> <i>Feb. 2 - The role of the teacher and the paraeducator</i> <i>Mar. 2 – Strategies for working with students</i> <i>Apr. 6 – Information regarding different disability areas</i> <i>May 4 – Behavior and communication support</i> ATTEND 4 Sessions- Register online for the sessions closest & following your date of hire.	Please register online to schedule participation.	All classes are during late start days, in the LSC, Timberline room from 8:00 – 10:00 a.m.	Deborah Lemke Sanderson – SPED mentor Questions re: these sessions? Call Erica Bowman or Trudy Barnett 303-772-7700
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.