



Rowland Unified School District

# CLASSIFIED PROFESSIONAL DEVELOPMENT

## NOVEMBER 1, 2019

**WE INVITE CLASSIFIED EMPLOYEES TO TAKE ADVANTAGE OF THESE  
PROFESSIONAL LEARNING OPPORTUNITIES!**

Breakout sessions are planned throughout the day and employees  
are welcome to attend sessions of interest.

Participating employees will be compensated according to their regular assigned base hours.  
Example: A 5-hour employee who participates for five hours will be compensated for five hours.  
Should the same employee wish to stay for all sessions throughout the day, they are welcome to  
do so and will be compensated for five hours. If a 5-hour employee only participates for 3 hours,  
they will be compensated for three hours and can use vacation time to make up for the rest of  
the regular base hours or use non-paid time.

Pre-registration is NOT required but you will be **REQUIRED TO SIGN IN AND OUT**. There are only  
two courses which have specific class size limits: CPI up to 40 participants each session and CPR  
up to 50 participants each session. These courses will be filled on a first come-first served basis.

Please peruse the attached schedule for November 1, and we look forward to seeing you!

Contact 626-854-8337 with any questions.

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**Courses for Certification:**

<b>TITLE:</b>	<b>CPI Initial Certification For Instructional Assistants, Bus Drivers and others (12 Hour Initial Training)</b>	<b>Dr. Trish Carlson</b>	<b>Location: Nogales HS, M106 Session: 8:00am</b>
<b>COURSE DESCRIPTION:</b>			
<p>This 12-hour training is an initial training for staff who have not already completed the 2-day initial training for CPI. Participants will learn the proper strategies and techniques to de-escalate student behavior associated with students with special needs. To be certified, you must complete the full 2-day training.</p> <p>Space is limited to 40 participants per session.</p> <p><b>THIS IS A 6 HOUR TRAINING. Certification requires 2 days of training. You must have attended the training on September 20<sup>th</sup> in order to be certified once you complete the November 1 training.</b></p>			

<b>TITLE:</b>	<b>CPR and First Aide Certification (4 Hour Course)</b>	<b>American Heart Association</b>	<b>Location: Nogales HS, Manor Session: 8:00am Session: 12:30pm</b>
<b>COURSE DESCRIPTION:</b>			
<p>In this CPR and First-Aid Certification Course you'll learn how to perform CPR, how to use an AED and how to properly apply First-Aid. Upon completion, you'll receive your CPR and First-Aid Certificate via email from the trainer. To be certified, you must complete the full 4-hour training.</p> <p>Space is limited to 50 participants per session.</p> <p><b>THIS IS A 4 HOUR TRAINING.</b></p>			

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**Break Out Session Schedule**

**Check In/Snacks opens at 7:45**

**Breakout I: 8:00-9:45**

**Breakout II: 10:00-11:45**

**Lunch on your own: 11:45-12:30**

**Breakout III: 12:30-2:15**

**Breakout IV: 2:30-4:15**

**Sign Out by 4:30**

<b>TITLE:</b>	<b>Achieve Your Financial Goals/Financial Budgeting 101</b>	<b>School's First Credit Union</b>	<b>Location: Nogales HS, M105</b> <b>Session I: 8:00am</b> <b>Session II: 10:00am</b> <b>Session III: 12:30pm</b> <b>Session IV: 2:30pm</b>
<b>COURSE DESCRIPTION:</b>			
Do you want to learn how to achieve your financial goals? At these sessions, School's First Credit Union will give you specific ways of how to budget so you can get the most out of your hard-earned money! Participants will also learn about the extraordinary benefits of being a member. Don't miss out!			

<b>TITLE:</b>	<b>Coding &amp; Robotics</b>	<b>Enrique Lopez</b>	<b>Location: Nogales HS, Library</b> <b>Session I: 8:00am</b> <b>Session II: 10:00am</b>
<b>COURSE DESCRIPTION:</b>			
Coding & Robotics is an opportunity for all learners to apply all their knowledge in Science, Technology, Engineering, Art, Mathematics, English, and History to create, build, and program a robot. Participants will be introduced to the basics of coding and robotics using the Lego EV3 robot and the VEX V5 robots, which are used in the District Rowland Robotics League. Participants will gain an understanding on how popular machines, like electric vehicles, can operate autonomously.			

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<b>TITLE:</b>	<b>Custodial Training</b>	<b>Custodial Equipment Supplier</b>	<b>Location: Nogales HS, M104</b> <b>Session II: 10:00am</b> <b>Session III: 12:30pm</b>
<b>COURSE DESCRIPTION:</b>			
In order to ensure the safety of our students and staff, the District's custodial equipment supplier will be providing training on custodial safe chemical usage and storage.			

<b>TITLE:</b>	<b>Destiny Discover</b>	<b>Vicki Schaffer</b>	<b>Location: Nogales HS</b> <b>Library Media Lab</b> <b>Session: 8:00am – 11:00pm</b>
<b>COURSE DESCRIPTION:</b>			
<p>Participants will share ideas for best practices and learn about following:</p> <ul style="list-style-type: none"> <li>• Textbook Manager - are you the textbook manager?</li> <li>• Ebooks - Does your library have them? Should you get them?</li> <li>• Establish a protocol to help recover books when a student leaves</li> <li>• How to transfer textbooks or library books to another school/library in our district</li> <li>• Other topics to assist students and staff</li> </ul> <p><b>THIS IS A 3 HOUR TRAINING.</b></p>			

<b>TITLE:</b>	<b>Device &amp; Application Provisioning Hands-On Lab</b>	<b>Kurt Schlatter Nikki Ormeo</b>	<b>Locations: Nogales HS, M108</b> <b>Session: 9:00am – 1:00pm</b>
<b>COURSE DESCRIPTION: ONLY for Computer Lab Technicians, Tech Specialist I and Tech Specialist II</b>			
<p>In this hands-on training course, you will gain a basic understanding of how district-owned devices are deployed and managed in our enterprise environment. Upon completion, you will gain insight on the various steps of <i>how</i> devices are enrolled and configured based on the organizational unit structure and assigned profiles we have built, as well as understand how to deploy internal, public, and purchased applications to these devices from the console.</p> <p><b>Please ensure to bring a fully charged laptop when attending this course. If you need one provided for you please contact x8545 prior to the event.</b></p> <p><b>THIS IS A 4 HOUR TRAINING.</b></p>			

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<b>TITLE:</b>	<b>Google Mail &amp; Calendar Features - Advanced</b>	<b>Elaine Salango</b>	<b>Locations: Nogales HS, A-10 Session IV: 2:30pm</b>
<b>COURSE DESCRIPTION:</b>			
<p>This hands-on course will show participants constructive and hidden search tricks using filters. Users will know when a recipient reads your email, be able to label and sort messages, filter calendar responses from Gmail, automate responses to common messages, send mail from multiple addresses, and more.</p>			

<b>TITLE:</b>	<b>Google Mail &amp; Calendar Features -Intermediate</b>	<b>Elaine Salango</b>	<b>Location: Nogales HS, A-10 Session II: 10:00am</b>
<b>COURSE DESCRIPTION:</b>			
<p>Participants will explore the features of G-mail and Google calendar which are integral to the efficient operation of an office. This hands-on workshop will provide participants an opportunity to learn about time saving techniques to improve in the use of this powerful software suite.</p>			

<b>TITLE:</b>	<b>Microsoft Word &amp; Excel – Advanced</b>	<b>Elaine Salango</b>	<b>Locations: Nogales HS, A-10 Session III: 12:30pm</b>
<b>COURSE DESCRIPTION:</b>			
<p>This hands-on course will teach participants how to working with long documents, review and collaborate on documents, manage mailings, protecting documents, and other useful items such as watermarks and customizing the ribbon for Microsoft Word. For advanced MS Excel, participants will learn how to use pivot tables, audit worksheets, data tools, and sharing and collaborating with others.</p>			

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<b>TITLE:</b>	<b>Microsoft Word &amp; Excel – Intermediate</b>	<b>Elaine Salango</b>	<b>Locations: Nogales HS, A-10 Session I: 8:00am</b>
<b>COURSE DESCRIPTION:</b>			
This hands-on course will teach participants advanced formatting, working with tables, working with images, and page layout for MS Word. For intermediate MS Excel, participants will learn advanced formulas, working with lists, tables, and advanced formatting.			

<b>TITLE:</b>	<b>Nutrition Services Training</b>	<b>Maria Davila</b>	<b>Location: Nogales HS, M102 Session I: 8:00am</b>
<b>COURSE DESCRIPTION:</b>			
All Nutrition Services staff are encouraged to attend this training which includes a presentation on Time Management in School Foodservice. There will be discussion on work simplification in food production which will promote efficiency and minimize motion. There will also be a presentation from Dairy Council sharing cafeteria practices related to the health and wellness of students and our communities. 'Plan Your Plate' will share strategies that can be used to plan a healthy plate and promote good nutrition.			

<b>TITLE:</b>	<b>Positive Behavior Interventions &amp; Supports (PBIS)</b>	<b>Eleanor Purdy</b>	<b>Location: Nogales HS, G-1 Session II: 10:00am</b>
<b>COURSE DESCRIPTION:</b>			
<p>PBIS is a major initiative in the RUSD that includes all district schools and stakeholders. Participants who attend this training will receive the following:</p> <ul style="list-style-type: none"> <li>● Background information on the PBIS framework</li> <li>● Specific information on PBIS in RUSD</li> <li>● Identify strategies to make connections with students within the PBIS framework</li> <li>● Understand the relationship between PBIS and making connections with students</li> </ul>			