Para Requirement Update #5

Salary Credit

☐ You may choose to apply for Salary Credits for the Paraeducator Requirements face-to-face courses ONLY.

☐ Once the total FCS unit hours have been completed, a clock hour form will be issued by Human Resources. This clock hour form must accompany your Salary Credit application. *Clock hour forms will be returned to you if they do not have the completed Salary Credit document.*

☐ Salary Credit forms go to the Classified Analyst in HR.

☐ There will be **no** salary credits issued for **online** courses.

Extra Hours

☐ Paras are to attend trainings and complete online courses during the course of their regular work day on early release Friday's.

☐ If the class/module runs past your regular work day schedule, you are eligible for extra hours compensation. **Please see your Office Manager for timesheet.**

☐ Attendance sheets will be given to Office Managers for verification for extra hours.

PLEASE FOLLOW this section if you are Staff who MISSED August 27 training or are NEW Hires who came on board after August 27

Below are the REQUIRED sessions (both face-to-face and online) you will need to complete to reach 14 hours for this school year. Please visit the Paraeducator Requirement web page and scroll down to 2019-20 Training Schedule to register for the face-to-face sessions. The document schedule has embedded links to register for the courses/dates.

☐ Once you click on a date, simply fill out the form and submit - be sure to write down the date/time/location of the course you registered for.

☐ DO NOT fill out the form again for the same date. The form is limited to a certain number of participants and by doing so you will take up someone else's spot.

REGISTER deadline for face-to-face sessions is 12/20/19 (unless you are hired after 12/20/19).

FACE-TO-FACE SESSIONS:
FCS01 Introduction to Cultural Identity and Diversity
☐ Introduction (1 hr)
☐ Part 1 (1.5 hr)
☐ Part 2 (1.5 hr)

FCS10 Positive and Safe Learning Environment
☐ Introduction (1.0 hr)
☐ Elementary (2.0 hrs).
   ✓ These sessions are based on early release for elementary conferences.
☐ Secondary sessions are no longer available

PLEASE FOLLOW this section if you are Staff who ATTENDED the August 27 training

Below are the REQUIRED sessions (both face-to-face and online) you will need to complete to reach 14 hours for this school year. Please visit the Paraeducator Requirement web page and scroll down to 2019-20 Training Schedule to register for the face-to-face sessions. The document schedule has embedded links to register for the courses/dates.

☐ Once you click on a date, simply fill out the form and submit - be sure to write down the date/time/location of the course you registered for.

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☐ Elementary (2.0 hrs).
   ✓ These sessions are based on early release for elementary conferences.
☐ Secondary sessions are no longer available

PESB and SafeSchools ONLINE MODULES:
- ✓ Online courses should be completed during early release Friday's.
- ✓ Please follow the **step-by-step directions for creating an account in PESB** - as well as providing a certificate of completion.
- ✓ Please do not complete any additional courses outside of what the district designates.
- ✓ Certificates of Completion will need to accompany an Online Course Completion Application *(attached to this email)* and submitted to Human Resources for the following courses.

FCS05 District Orientation and Roles & Responsibilities
- ☐ SafeSchools Required Courses for 2019-20
- ☐ PESB Module #1 (1 hr) Understanding Your Responsibilities
- ☐ PESB Module #9 (1 hr) Deepening your Professionalism
- ✓ [**NOTE**: **New Hires only**: you **do not** need to complete FCS05. The New Hire Onboarding you attended when first hired completes this unit.

FCS09 Emergency and Health Safety
- ☐ PESB Module #10 (1 hr) Promoting Health, Safety, and Well-Being

FCS11 Communication Basics
- ☐ PESB Module #11 (2 hrs) Mastering Communication Basics

FCS12 Communication Challenges
- ☐ PESB Module #12 (1 hr) Solving Communication Challenges

✓ *If you are a secondary para and did not take the November 20 or 21 session, please call 360-965-0070 to discuss how to make up this session.*

PESB ONLINE MODULES:
- ✓ Online courses should be completed during early release Friday's.
- ✓ Please follow the **step-by-step directions for creating an account in PESB** - as well as providing a certificate of completion.
- ✓ Please do not complete any additional courses outside of what the district designates.
- ✓ Certificates of Completion will need to accompany an Online Course Completion Application *(attached to this email)* and submitted to Human Resources for the following courses

FCS05 District Orientation and Roles & Responsibilities
- ☐ PESB Module #1 (1 hr) Understanding Your Responsibilities
- ☐ PESB Module #9 (1 hr) Deepening your Professionalism

FCS11 Communication Basics
- ☐ PESB Module #11 (2 hrs) Mastering Communication Basics

LINKS	
Paraeducator Requirements web page	http://marysvillewa.apptegy.us/o/district/page/paraeducator-requirements?mode=edit
Para Update #4	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/507227/Email__4-UPDATE.pdf
Para Email #3	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/502254/Email__3.pdf
Para Email #2	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/502214/Email__2.pdf
Para Email #1	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/502213/Email__1.pdf
PESB Online Courses Step-by-Step Directions	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/499754/PESB_Online_Directions.pdf
Training Schedule	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/502248/2019-20_Para_Trainings_v4_NO_modules_-_Sheet1.pdf
Frequently Asked Questions	https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/502215/FAQ_-_Google_Docs_v2.pdf