

# *Learning Letter*

November 2020



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**Back 2 Basics Short Series Trainings for PUSD Classified Staff**



## Back 2 Basics Short Series

**Date:** Dec 2, 2020  
**2 to 3 pm**

**Google Drive Basics-** Get a general tour of the layout of Drive. Learn to upload files and folders, create new files, create folders, share files and folders. Learn how to manage shared files within shared folders. Learn about the "Shared with you" area of Drive. Make someone else the owner of a file or folder. Designate temporary access to files/folders. Learn methods to organize files and folders. Practice general and advanced methods for searching for contents within Drive.

**Date:** Dec 7, 2020  
**2 to 3 pm**

**Google Docs Basics-** Learn the basics of Google docs and a few features that are useful specifically to teachers. Like: the explore tool, how to make citations, and create hyperlinks.

**Date:** Dec 10, 2020  
**2 to 3 pm**

**Google Jamboard Basics-** Learn how Jamboard can create quick engagement activities for your students to use during live instruction. All the techniques needed to get started and share with students.

**Date:** Dec 14, 2020  
**2 to 3 pm**

**Small Group Instruction-** We will look at how to use a few of the tools you learned earlier to engage your students and how to use your teleconferencing tool to manage your groups.

For any questions/concerns regarding available professional learning, visit the Innovation Division website at [sdcoe.net/innovation](https://sdcoe.net/innovation), the [Educational Technology Website](#), or contact Alicia Gallegos Butters, [abutters@sdcoe.net](mailto:abutters@sdcoe.net)

### Who should sign up?

Classified staff "beginners" should have a general understanding of how computers work and understand the basic operating system. Chrome browser should be installed on your device. Our online meeting platform is Zoom. It is highly recommended to have a mouse connected. We strongly recommend using 2 devices (phone and chromebook or laptop) to make watching instruction in zoom (via phone) and working in the browser (via laptop) more accessible.

These workshops are geared toward *classified paraprofessionals*. Please use the link below to register for sessions and find more information. After registering, an email reminder will be sent the day before each training. This email will contain the Zoom links. **These sessions will not be recorded.**

**[To Register and for more Information Click Here](#)**

**Please register ahead of time using link above**

Zoom Link: <https://us02web.zoom.us/j/86500064793?pwd=aHJvM2JPT0NrR0ZnL1NCd2xMNFhZUT09>

Zoom Password: 451161



## Poway Adult School's Winter Catalog & Classes coming soon

Classes will be on campus and online

The Catalog will be mailed out December 8th

Registration begins December 9th

[Click here to go to website](#)

**9496** 1/26 6:00-8:00w 1day T ONLINE \$35 POSPICAL  
**9496** 2/27 10:00w-12:00w 1day Sat PAS 502 \$35 POSPICAL

**Do I Have Enough to Retire?**

About 10,000 baby boomers are reaching retirement age in America every day. Many actually go ahead and retire without having a clear cut plan. In addition to lifestyle and income, you'll need to plan for health care, long term care, travel and entertainment, home repairs, emergencies and other things that may not fit into your regular budget. Learn how to put the pieces to your retirement puzzle in place so that when you decide to retire, you know you'll have enough.

**9574** 1/30 10:00w-12:00w 1day Sat PAS 502 \$35 CLAYCOMB

**Estate Planning**

**Everything You Have Always Wanted to Know**

Up to 75% of the US population do not have basic Estate Planning documents, which include a Will, Trust, Advance Health Care Directive and/or Power of Attorney. This lively and engaging presentation explains each of these necessary documents and how they help you and your family. Find out what happens if you have no documents in place. Also learn about the probate process and whether or not you need a Trust.

**9500** 1/23 9:00-11:00w 1day Sat PAS 502 \$35 SCHUMACHER

**The New Retirement Reality**

Do you worry that you might outlive your retirement savings? The reality is that your retirement income needs to last longer than for any previous generation - up to 30 years! If you worry about running out of money, if you're not sure you've planned effectively to save enough...or maybe you don't have a plan for turning your retirement savings into income, why not invest some time to revisit many of the traditional retirement assumptions. You'll come away with a new understanding of the current issues you should be thinking about in your retirement plan.

**9575** 2/27 10:00w-12:00w 1day Sat PAS 403 \$35 CLAYCOMB

**When Should I Start My Social Security?**

## Social Security, Estate Planning & Retirement

**VANCE**

**Accounting: Level 1\***

Students will learn how to perform several aspects of procedures, characteristics and applied accounting statements; proper keyboarding techniques; and calculate accounting system used in businesses, sales, net sales, and company and continue through and credit, payroll, budgeting, reporting and course will prepare you for the QuickBooksPro needed. NOTE: Students will need a home computer and the free software download provided by email instructions prior to the class start date.

**9500** 1/15-4/10 9:00w-12:00w 12days Sat  
**9504** 1/15-2/25 1:00-4:00w 10days T

**Accounting: Level 2\***

Students will learn about advanced accounting principles, corporate payroll, inventory, uncollectible and cost basis, insurance, sale and purchase of stock knowledge and computer skills. Completion of both better qualifies the student to earn credit at Paloma course.

**9502** 3/2-4/8 1:00-4:00w 10days T

## Business & Finance

**Special Education Instructional Aide**

Prepare to become an instructional aide in Special Education. This class will teach you the terminology, strategies and theories in special education including:

- A brief history of special education
- Understanding the IEP
- Curriculum strategies
- Behavioral strategies
- The 13 disability categories

Taught by a credentialed, special education teacher

**REGISTER ONLINE OR CALL!**  
**POWAYADULTSCHOOL.COM**  
**(858) 668-4024**

**Teacher Assistant is listed as a "Bright Outlook" career and can provide entry to further careers in education.**

**POWAY ADULT SCHOOL**  
*Live And Learn*

**WINTER PROGRAM**  
STARTS FEBRUARY  
ON ZOOM LIVE

**DATES**  
Class starts February 18  
Class ends March 25

**TIMES**  
Thursdays 5:00-7:00 pm

**QUESTIONS?**  
For more information about this course or other career training programs, call (858) 668-4024 or email Denise Michaud at dmichaud@powayadulthood.com

## Special Education Instructional Aide

## Training & Professional Learning Resources

Google, Canvas, Zoom training and webinars, support for Instructional Assistants, are all housed at PSEA - Professional Learning - Resources tab. Click this heading to access.

**SDCOE is now offering an Education Specialist Intern program.**





## Become a Teacher

The San Diego County Office of Education is now offering an Education Specialist Intern program.

If you are interested in becoming a Special Education Teacher, the Teacher Effectiveness and Preparation offers the TEP Intern program to provide a pathway to earning your **Mild to Moderate, Moderate to Severe or Early Childhood Education Specialist credential** while teaching in the classroom. We also expect to be offering the **Deaf and Hard of Hearing** intern credential in the 2021-22 school year.



Sign up for an online Intern Information Session below:

[TEP Intern Information Session Sign Up](#)

## TEP Intern Program Description

This is a 2-year credential program toward becoming a Special Education teacher in K-12 or pre-K settings. After the first 3 months of required preservice coursework and passage of a CSET exam, you will be qualified to seek a full-time job in a special education teaching position as an "intern" while you finish the rest of the credential program.

The commitment to coursework over the 2-year period is 2 nights per week. The cost for the first 3 months of preservice is \$1,200.00, and then \$10,000.00 for the remainder of the coursework, paid in installments if preferred. Books not included. [Click here for link to sign up for more information](#)

### Questions?

Web: [www.sdcoe.net/intern](http://www.sdcoe.net/intern)

email: [intern@sdcoe.net](mailto:intern@sdcoe.net)

### Attend an Information Session (required)

The Education Specialist Intern program begins another preservice cohort in February, making candidates intern-ready by the end of April, 2021. Those interested must sign up for and attend an [information session on Tuesday, December 1, 3:00 - 4:30pm.](#)

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# PSEA Membership is support for Professional Learning

Do you enjoy and regularly attend Professional Learning activities? All Professional Growth (Pro Grow) classes, CLCs, Lynda.com aka LinkedIn Learning, Education Financial Incentive Program and the Professional Partner (Mentor) Program have all been strongly negotiated for, facilitated by and overseen through PSEA. **If you are not already a member, please complete the application and send to Karen Burns @ [Karenburns@powaysea.org](mailto:Karenburns@powaysea.org).**

## [Membership Application](#)

[Click here to see the benefits that membership entitles you to](#)

Thank you!



## Poway School Employees Association

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✉ [Taniarowe@powaysea.org](mailto:Taniarowe@powaysea.org)

🌐 [poway-psea.org/](http://poway-psea.org/)