

# PUSD/PSEA PROFESSIONAL GROWTH DAY

MONDAY  
SEPTEMBER  
18<sup>th</sup>

REGISTER NOW



CLASS LIST &  
CATALOG



## **FAQs**

### **What day is ProGrow?**

Monday, September 18<sup>th</sup>, 2023

### **Where are Classes?**

Most classes are online via Zoom or at the Twin Peaks Center. Specific classrooms will be provided in the week before classes start.

### **How do I register for classes?**

Go to the PUSD professional learning page to register:

<https://ppl.powayusd.com/App/Authenticated/Register.aspx?ProgramId=1>

### **What's my logon?**

Username is your PUSD email address name (for example – mrodriguez)

Password is the same one you use to logon on to PUSD computers.

### **How can I see class details on the website?**

For class details on the website, you must click on the + symbol and then section details and then session details. There it will show you class times, location, etc.

### **Do I have to attend?**

While participation is not mandatory, it is a workday for all employees. All classified staff are encouraged to participate. It is expected that all staff are working or attending training on September 18<sup>th</sup>. If staff are not working or participating in training, they should submit a P9 and notate the appropriate time off.

### **My site/department is offering trainings that conflict that day. What do I do?**

Staff are encouraged to attend trainings that day, whether through their department or through the PSEA offerings listed in the attached. We have done our best to offer classes at a variety of times to maximize participation. However, per the PSEA/PUSD Agreement, the staff trainings on September 18<sup>th</sup> are not mandatory and PSEA classified staff cannot be mandated to attend a particular training. See above question, for staff who do not participate.

### **Who can take the classes?**

The attached classes are open to ALL PUSD classified staff.

### **Can substitute employees attend?**

Substitute employees may also attend but will not be compensated.

### **What If I take multiple classes and work more than my contracted hours?**

If you are a part-time employee, you are welcome to sign up for multiple sessions. However, additional time worked above your contracted day will not be compensated.

### **I registered but now I cannot attend. What do I do?**

If you are unable to attend a class that you have enrolled in, please cancel by clicking on, “unenroll” on the website. This will allow others to attend, as many of the classes have waitlists. Thank you!

### **Can I do my online trainings such as the mandated reporter training on that day?**

Yes, you can do your assigned online trainings that day. Some online class options can be found [here](#).

### **Will classes be recorded?**

We will make every attempt to record online classes and post them after the event. It will not be possible for us to record in-person classes.

	TITLE	Start Time	End Time	Location	PRESENTER
New	15 Chrome Browser Tips & Tricks You Will Use and Love!	8:30 AM	10:00 AM	Zoom	Gale Ching
	Absence Management for Classified Staff - Frontline Training	11:00 AM	12:00 PM	Zoom	Melissa Mann & Patty Park
New	Assertiveness in the Workplace				Davin Erickson/Pamela Contreras
New	Bullying on the Bus - Transportation Staff ONLY	9:30 AM	10:45 AM	Valley Elementary	Heather Nemour & Violeta Mora, SDCOE
	Canva: Creating Presentations, Posters, Classroom Newsletters + QR Codes	10:00 AM	11:30 AM	Zoom	Gale Ching
	Canva: creating your digital signature for email	1:00 PM	2:30 PM	Zoom	Gale Ching
	Classified Benefits 101	10:00 AM	11:00 AM	Zoom	Carin Freitas
	Classified Employees Resources	10:00 AM	11:00 AM	Zoom	
New	Contracts 101 - Purchasing Overview	10:00am	11:00am	Zoom	Brenda Gachuz
	Exploring Canvas - Basic Functions	10:00 AM	11:30 AM	Zoom	Matt Rhoads-PAS
	Frontline for School Admins	1:00 PM	3:00 PM	Zoom	Melissa Mann & Patty Park-Sub Desk
New	Gentle Yoga	8:30 AM	9:30 AM	TPC - 503	Miki (Michelle) Blanchard
	Google Drive	9:00 AM	12:00 PM	TPC - 601 Lab	Alfredo Hernandez
New	Hands On, Minds On – Building Numeracy in Early Learning (IA - TK ONLY)	8:00 AM	10:30 AM	In Person - TBD	
	How to Read an IEP	8:30 AM	9:30 AM	DNHS-Room E101 (in person)	Anna Klin, Lori Abraham, Marco Samaniego
	How to Read an IEP	10:00 AM	11:00am	Zoom	Anna Klin, Lori Abraham, Marco Samaniego
	IA Elementary - Virtual Series Kick Off - Building Community	12:30 PM	1:30 AM	SCES - MPR	IP team COSAS/ Jill Perez
	IA Secondary - Virtual Series Kick Off - Building Community	1:30 PM		SCES	IP team COSAS/ Jill Perez
New	Managing Student Behaviors in the Support Class Setting - Elementary	10:00 AM	11:00am	Zoom	BST: Beth, Julie, Katie
New	Music in Elementary Classrooms	9:00 AM	10:30am	TPC	Cynthia Drummond
New	Office Chair Yoga	10:00 AM	11:00am	TPC - 503	Michele (Miki) Blanchard
	On The Spot Accommodations	8:30 AM	9:30 AM	TPC	Full Inclusion Team

	TITLE	Start Time	End Time	Location	PRESENTER
	On The Spot Accommodations	10:00 AM	11:00am	Zoom	Full Inclusion Team
<b>New</b>	Peoplesoft Purchasing Tips & Tricks	9:00 AM	10:00 AM	Zoom	Brenda Gachuz
<b>New</b>	Prompting Basics and Intro to Data Collections for Early Childhood	1:00:00pm		Deer Canyon	Nicole Hosmer
	PSEA - What is the union and what do we do for you?	8:30 AM	9:30 AM	PSEA	Courtney Martin
	PUSD's Hidden Gems- Career, Technical, Adult Ed & Palomar Poway Middle College Program Overview	1:00 PM	2:00 PM	Zoom	Kathleen Porter
<b>New</b>	Question, Persuade, Refer (Suicide Intervention Training)	10:00 AM	11:00 AM	TPC	Michele Madden, Survivors of Suicide & Loss Cindy Hicks
<b>New</b>	Review of Emergency Situations in the School Setting	10:00 AM	11:00 AM	Zoom	District Resource Nurses
	Tips & Tricks for a Peaceful Playground (Character Coaches & Noon Duties)	11:00 AM	12:30 PM	TPC - 404	Cindy Hicks & Sheila Hatfield
<b>New</b>	Trauma Informed Practices				Pamela Contreras
	Understanding Your CALPERS Retirement with Theresa Houle	10:00 AM	12:00 PM	Zoom	Theresa Houle
	Understanding Your CALPERS Retirement with Theresa Houle	1:00 PM	2:30 PM	Zoom	Theresa Houle
	Understanding Your CALPERS Retirement with Theresa Houle	8:30 AM	10:00 AM	Zoom	Theresa Houle
<b>New</b>	Using What You Have For On The Spot Activities and Learning - Elementary	8:30 AM	9:30 AM	Zoom	Jenna Sleichter BST/ Dani Sleichter Extensive Supports Teacher
<b>New</b>	Workplace Ergonomics for Administrative Positions	9:00 AM	10:00 AM	TPC	Kathleen Samson, SDCOE
<b>New</b>	Workplace Ergonomics for Paraprofessionals	10:00 AM	11:00 AM	TPC	Kathleen Samson, SDCOE
<b>New</b>	Your Paycheck Questions Answered	8:30 AM	9:30 AM	Zoom	Karen Kupetsky & Annette Vaughan
<b>New</b>	Your Paycheck Questions Answered	11:00 AM	12:00 PM	TPC - 401	Karen Kupetsky & Annette Vaughan
<b>New</b>	Your Paycheck Questions Answered	2:00 PM	3:00 PM	Zoom	Karen Kupetsky & Annette Vaughan

## ADMINISTRATIVE SKILLS/TOPICS

### **Canva: Creating Presentations, Posters, Classroom Newsletters + QR Codes (3021-05166)**

*Class Time:* 10:00-11:30

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Paraprofessionals, Administrative

Discover how easy and fun it is to use Canva to create professional looking projects for school and more.

### **Contracts 101 - Purchasing Overview (3385-05190)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* Brenda Gachuz

*Audience:* Administrative

Learn the who, what, when, and why of contracts and insurance requirements.

### **Frontline for School Admins (3135-05175)**

*Class Time:* 1-3pm

*Location:* Zoom

*Facilitator:* Melissa Mann & Patty Park-Sub Desk

*Audience:* Administrative

This class will review how the school administrative staff should be using the Frontline staff to secure subs.

### **Peoplesoft Purchasing Tips & Tricks (3382-05182)**

*Class Time:* 9-10am

*Location:* Zoom

*Facilitator:* Brenda Gachuz

*Audience:* Administrative

Learn some tips to help navigate and ease the work in Peoplesoft

### **PUSD's Hidden Gems- Career, Technical, Adult Ed & Palomar Poway Middle College Program Overview (3157-05174)**

*Class Time:* 1-2pm

*Location:* Zoom

*Facilitator:* Kathleen Porter

*Audience:* All Classified

Discover some of the best-kept secrets in Poway Unified School District. Did you know the CTAAE department offers services and programs to more than 12,000 students and community members annually? In this one-hour session, you will have a chance to explore the offerings of Alternative Programs (including the new Poway to Palomar Middle College), Adult Education, Career Technical Education, Community Education, and our Partners in Education programs and services. Many of the programs and services explored may support you personally to achieve short- and long-term goals or may benefit your students and families.

### **Review of Emergency Situations in the School Setting (3374-05164)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* District Resource Nurses

*Audience:* Health Services; Administrative

District nurses will go over policies and procedures for responding to emergency situations

### **Workplace Ergonomics for Administrative Positions (3362-05147)**

*Class Time:* 9-10am

*Location:* TWIN PEAKS CENTER

*Facilitator:* Kathleen Samson, SDCOE

*Audience:* Administrative

Ensure your workspace and posture are set up to create a healthy work environment. Kathleen Samson from SDCOE will go over best practices.

## CURRICULUM SUPPORT

### **Hands On, Minds On – Building Numeracy in Early Learning (IA - TK ONLY) (3369-05158)**

*Class Time:* 8-10:30am

*Location:* In Person - TBD

*Facilitator:* Emily Stewart

*Audience:* IA - TK

As young children are developing an awareness of numeracy, they begin to see it as a unique attribute they can apply to the world around them. The development of mathematical skills through hands on interactions becomes an essential skill to building a conceptual understanding of number and logic. Hands-On, Minds-On is a structure to support teachers

in understanding how conceptual learning is solely developed through multiple modalities of learning. This conceptual understanding is critical for all early learners in accessing mathematical understanding, but specifically supports English Language learners or children with a special need. Using the Conceptual, Pictorial, Abstract model, participants will develop and take away strategies and structures to apply to their daily instruction and refine their instructional practice.

**Music in Elementary Classrooms (3361-05146)**

*Class Time:* 9-10:30

*Location:* TWIN PEAKS CENTER

*Facilitator:* Cynthia Drummond

*Audience:* Paraprofessionals;

This course is designed to help the elementary teacher/staff member with no musical background to be able to confidently lead music units. This will include experiential activities in order to teach the subject with greater understanding. Each portion will include an activity or a modification designed for TK-1st, 2nd-3rd, and 4th-5th grades.

**Tips & Tricks for a Peaceful Playground (Character Coaches & Noon Duties) (3153-05170)**

*Class Time:* 11-12:30

*Location:* TWIN PEAKS CENTER - 404

*Facilitator:* Cindy Hicks & Sheila Hatfield

*Audience:* Paraprofessionals

A course for Character Coaches & Noon Duties and support staff to encourage developmentally appropriate interactions on the playground.

## EMPLOYEE RESOURCES/WELLNESS

**Absence Management for Classified Staff - Frontline Training (3022-05171)**

*Class Time:* 11am-Noon

*Location:* Zoom

*Facilitator:* Melissa Mann & Patty Park

*Audience:* All Classified

This training will provide staff information on how to input absences and request a sub to fill in while they are out.

**Assertiveness in the Workplace (3386-05193)**

*Class Time:* 10am

*Location:* Twin Peaks Center

*Facilitator:* Davin Erickson/Pamela Contreras

*Audience:* All Classified

Learn how to set boundaries while being professional and courteous. Speaking up can solve problems before they grow. This class will give you tools to do it effectively.

**Classified Benefits 101 (3057-05153)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* Carin Freitas

*Audience:* All Classified

Are you a benefits eligible employee or interested in hearing what benefits PUSD offers? This class provides an overview of the benefits offered to PUSD staff. It is primarily aimed at staff contracted to work 20+ hours per week, but is open to all classified staff

**Classified Employees Resources (3020-05149)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:*

*Audience:* All Classified

Are you not sure where to find information or tools on how to do your job? This training provides an overview on where to find information about leaves, timecard management, union information and general who to contact about what. If there is a question you don't know where to find the answer, this is a good place to start.

**Gentle Yoga (3368-05156)**

*Class Time:* 8:30-9:30am

*Location:* TWIN PEAKS CENTER - 503

*Facilitator:* Miki (Michelle) Blanchard

*Audience:* All Classified

This class is Gentle Yoga with components of posture, breathwork, movement and meditation. Please bring a mat or towel for this class.

**Office Chair Yoga (3367-05154)**

*Class Time:* 10-11am

*Location:* TWIN PEAKS CENTER - 503

*Facilitator:* Michele (Miki) Blanchard

*Audience:* All Classified

While you may be in a chair, you can still do exercises to keep the blood flowing! Take this class to find out some exercises you can do on the job. This yoga class has components of posture, breathwork, movement and meditation.

**PSEA - What is the union and what do we do for you? (3154-05188)**

*Class Time:* 8:30-9:30

*Location:* PSEA

*Facilitator:* Courtney Martin

*Audience:* All Classified

Join us for some morning pastries at the NEW PSEA office and get your questions answered.

**PUSD's Hidden Gems- Career, Technical, Adult Ed & Palomar Poway Middle College Program Overview (3157-05174)**

*Class Time:* 1-2pm

*Location:* Zoom

*Facilitator:* Kathleen Porter

*Audience:* All Classified

Discover some of the best-kept secrets in Poway Unified School District. Did you know the CTAAE department offers services and programs to more than 12,000 students and community members annually? In this one-hour session, you will have a chance to explore the offerings of Alternative Programs (including the new Poway to Palomar Middle College), Adult Education, Career Technical Education, Community Education, and our Partners in Education programs and services. Many of the programs and services explored may support you personally to achieve short- and long-term goals or may benefit your students and families.

**Understanding Your CALPERS Retirement with Theresa Houle (3381-05183)**

*Class Time:* 10:30-12pm

*Location:* Zoom

*Facilitator:* Theresa Houle

*Audience:* All Classified

A workshop to review your retirement system and calculate your retirement dollars.

Theresa Houle will lead a discussion that will leave you with answers Calculating your retirement check at any point in the future that you choose to retire; determining eligibility to retire; protection for your spouse/significant other via CalPERS in your retirement years; CalPERS contributions related to working in jobs in addition to your regular assignment; Defined Benefit Supplement Account explanation/uses; Years-of-service "milestones" in CalPERS and how they will affect you; buying service credit; how it works; how to pay for it; Social Security payments as it relates to retiring under CalPERS; post-retirement work in a "PERS-able" job while drawing CalPERS; Pension Reform Act (PEPRA) of 2013 and how it affects you; and so much more...

**Understanding Your CALPERS Retirement with Theresa Houle (3381-05185)**

*Class Time:* 1-2:30pm

*Location:* Zoom

*Facilitator:* Theresa Houle

*Audience:* All Classified

A workshop to review your retirement system and calculate your retirement dollars.

Theresa Houle will lead a discussion that will leave you with answers Calculating your retirement check at any point in the future that you choose to retire; determining eligibility to retire; protection for your spouse/significant other via CalPERS in your retirement years; CalPERS contributions related to working in jobs in addition to your regular assignment; Defined Benefit Supplement Account explanation/uses; Years-of-service "milestones" in CalPERS and how they will affect you; buying service credit; how it works; how to pay for it; Social Security payments as it relates to retiring under CalPERS; post-retirement work in a "PERS-able" job while drawing CalPERS; Pension Reform Act (PEPRA) of 2013 and how it affects you; and so much more...

**Understanding Your CALPERS Retirement with Theresa Houle (3381-05181)**

*Class Time:* 8:30 -10am *Location:* Zoom

*Facilitator:* Theresa Houle *Audience:* All Classified

A workshop to review your retirement system and calculate your retirement dollars.

Theresa Houle will lead a discussion that will leave you with answers Calculating your retirement check at any point in the future that you choose to retire; determining eligibility to retire; protection for your spouse/significant other via CalPERS in your retirement years; CalPERS contributions related to working in jobs in addition to your regular assignment; Defined Benefit Supplement Account explanation/uses; Years-of-service “milestones” in CalPERS and how they will affect you; buying service credit; how it works; how to pay for it; Social Security payments as it relates to retiring under CalPERS; post-retirement work in a “PERS-able” job while drawing CalPERS; Pension Reform Act (PEPRA) of 2013 and how it affects you; and so much more...

**Workplace Ergonomics for Administrative Positions (3362-05147)**

*Class Time:* 9-10am

*Location:* TWIN PEAKS CENTER

*Facilitator:* Kathleen Samson, SDCOE

*Audience:* Administrative

Ensure your workspace and posture are set up to create a healthy work environment. Kathleen Samson from SDCOE will go over best practices.

**Workplace Ergonomics for Paraprofessionals (3375-05167)**

*Class Time:* 10-11am *Location:* TWIN PEAKS CENTER

*Facilitator:* Kathleen Samson, SDCOE *Audience:* Paraprofessionals

Kathleen Samson from SDCOE will show you what you can do when working with kids to ensure you look after your self and the kids at the same time!

**Your Paycheck Questions Answered (3383-05186)**

*Class Time:* 8:30-9:30am

*Location:* Zoom

*Facilitator:* Karen Kupetsky & Annette Vaughan

*Audience:* All Classified

Whether it be questions on logging in, reading your paycheck or checking Digital Schools, the payroll team will be here to cover the basics and answer your questions.

**Your Paycheck Questions Answered (3383-05184)**

*Class Time:* 11am-12pm

*Location:* TWIN PEAKS CENTER - 401

*Facilitator:* Karen Kupetsky & Annette Vaughan

*Audience:* All Classified

Whether it be questions on logging in, reading your paycheck or checking Digital Schools, the payroll team will be here to cover the basics and answer your questions.

**Your Paycheck Questions Answered (3383-05187)**

*Class Time:* 2-3pm

*Location:* Zoom

*Facilitator:* Karen Kupetsky & Annette Vaughan

*Audience:* All Classified

Whether it be questions on logging in, reading your paycheck or checking Digital Schools, the payroll team will be here to cover the basics and answer your questions.

## SPECIAL EDUCATION

**How to Read an IEP (3365-05151)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* Anna Klin, Lori Abraham, Marco Samaniego

*Audience:* Special Education

Going over the key elements of reading an IEP. Goals, BIP, Present levels, and many more

**How to Read an IEP (3365-05157)**

*Class Time:* 8:30-9:30

*Location:* DNHS- Room E101

*Facilitator:* Anna Klin, Lori Abraham, Marco Samaniego

*Audience:* Special Education

Going over the key elements of reading an IEP. Goals, BIP, Present levels, and many more

**IA Elementary - Virtual Series Kick Off - Building Community (3377-05172)**

*Class Time:*

*Location:* SCES - MPR

Professional Growth Day, Monday September 18, 2023

*Facilitator:* IP team COSAS/ Jill Perez

*Audience:* Special Education, Paraprofessionals

Building community, knowledge and skills with a focus on increasing communication and collaboration to support IAs working in inclusive spaces. This is the kick off to a series starting October 5th. You can participate whether or not you join the series. The intended audience is elementary school IAs.

**IA Secondary - Virtual Series Kick Off - Building Community (3378-05173)**

*Class Time:*

*Location:* SCES

*Facilitator:* IP team COSAS/ Jill Perez

*Audience:* Special Education, Paraprofessionals

Building community, knowledge and skills with a focus on increasing communication and collaboration to support IAs working in inclusive spaces. The Inclusive Practices team COSAs are thrilled to bring Jill Perez, Professional Learning Specialist from Thompson Policy Institute on Disability to PUSD. This is the kick off to a series starting October 5th. You can participate whether or not you join the series. The intended audience is elementary school IAs.

**Managing Student Behaviors in the Support Class Setting - Elementary (3366-05152)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* BST: Beth, Julie, Katie

*Audience:* Special Education

Positive Reinforcement, Antecedent Management and Responding to Problem Behaviors

**On The Spot Accommodations (3370-05165)**

*Class Time:* 10-11am

*Location:* Zoom

*Facilitator:* Full Inclusion Team

*Audience:* Special Education, Paraprofessionals

Learn how to make on the spot accommodations to best support ALL students in the general education setting

**On The Spot Accommodations (3370-05159)**

*Class Time:* 8:30-9:30

*Location:* TWIN PEAKS CENTER

*Facilitator:* Full Inclusion Team

*Audience:* Special Education, Paraprofessionals

Learn how to make on the spot accommodations to best support ALL students in the general education setting

**Prompting Basics and Intro to Data Collections for Early Childhood (3384-05189)**

*Class Time:* 1-2pm

*Location:* Deer Canyon

*Facilitator:* Nicole Hosmer

*Audience:* TK & Preschool

Review prompting types, hierarchies, data collection for staff working in early childhood classrooms.

**Using What You Have For On The Spot Activities and Learning - Elementary (3372-05161)**

*Class Time:* 8:30-9:30am

*Location:* Zoom

*Facilitator:* Jenna Sleichter BST/ Dani Sleichter Extensive Supports Teacher

*Audience:* Paraprofessionals, Administrative

We will give you some examples and ideas of what you can do to occupy students using materials you can easily find in your classrooms. We will also give you tips on how you can help prompt students through whole group and small group activities. You will also see examples on how you can lead your own small group instruction.

## STUDENT SUPPORT

**Bullying on the Bus - Transportation Staff ONLY (3363-05148)**

*Class Time:* 9:30 - 10:45

*Location:* Valley Elementary

*Facilitator:* Heather Nemour & Violeta Mora, SDCOE

*Audience:* Transportation

San Diego County Office of Education will be here to present on how to diffuse and address bullying on the bus.

**Question, Persuade, Refer (Suicide Intervention Training) (3376-05169)**

*Class Time:* 10-11am

*Location:* TWIN PEAKS CENTER

*Facilitator:* Michele Madden, Survivos of Suicide & Loss Cindy Hicks     *Audience:* Paraprofessional, Administrative  
Find out what you can do to help in a situation where you are concerned someone may be contemplating suicide.

**Tips & Tricks for a Peaceful Playground (Character Coaches & Noon Duties) (3153-05170)**

*Class Time:* 11-12:30

*Location:* TWIN PEAKS CENTER - 404

*Facilitator:* Cindy Hicks & Sheila Hatfield

*Audience:* Paraprofessionals

A course for Character Coaches & Noon Duties and support staff to encourage developmentally appropriate interactions on the playground.

**Trauma Informed Practices (3387-05194)**

*Class Time:* 1pm

*Location:* Twin Peaks Center

*Facilitator:* Pamela Contreras

*Audience:* Paraprofessionals

Student behavior is often a symptom of a bigger problem and this class provides a trauma-sensitive framework. Participants will gain an understanding to better inform our interactions with students.

## TECHNOLOGY & INNOVATION

**15 Chrome Browser Tips & Tricks You Will Use and Love! (3371-05160)**

*Class Time:* 8:30-10am

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* All Classified

Join Gale Ching to learn tips and tricks to maximize your efficiency from using Google Chrome. From user profiles to bookmarks and passwords, she will help you get the most out of the system.

**Canva: Creating Presentations, Posters, Classroom Newsletters + QR Codes (3021-05166)**

*Class Time:* 10:00-11:30

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Paraprofessionals, Administrative

Discover how easy and fun it is to use Canva to create professional looking projects for school and more.

**Canva: Creating Your Digital Signature for Email (3149-05180)**

*Class Time:* 1-2:30pm

*Location:* Zoom

*Facilitator:* Gale Ching

*Audience:* Paraprofessionals, Administrative

Learn how to create a photo (remove background and add a new background). Use Canva to create your NEW digital signature! Upload your digital signature to Outlook.

**Exploring Canvas - Basic Functions (2840-05168)**

*Class Time:* 10-11:30am

*Location:* Zoom

*Facilitator:* Matt Rhoads-PAS

*Audience:* Paraprofessionals

Canvas is the tool used in classrooms to communicate with students and parents. If you are supporting students and are not sure how to navigate Canvas, this class can provide a roadmap for you.

**Frontline for School Admins (3135-05175)**

*Class Time:* 1-3pm

*Location:* Zoom

*Facilitator:* Melissa Mann & Patty Park-Sub Desk

*Audience:* Administrative

This class will review how the school administrative staff should be using the Frontline staff to secure subs.

**Google Drive (3024-05163)**

*Class Time:* 9:00-12:00

*Location:* TWIN PEAKS CENTER - 601 Lab

*Facilitator:* Alfredo Hernandez

*Audience:* Paraprofessionals, Administrative

The focus of this class will be on sharing and collaboration using Google Docs, Google Sheets, and Google Slides.

**Peoplesoft Purchasing Tips & Tricks (3382-05182)**

*Class Time:* 9-10am

*Facilitator:* Brenda Gachuz

*Location:* Zoom  
*Audience:* Administrative

Learn some tips to help navigate and ease the work in Peoplesoft

Thank you to all the staff and leadership who have worked to respond to staff requests and needs for training and are supporting making this Professional Growth Day. We look forward to seeing you at the classes.

# grow your career

## PROFESSIONAL PARTNER PROGRAM

.....  
A mentor program for new, probationary or employees in need of support. Staff are partnered with senior classified staff.

## PROGROW DAY

.....  
Twice per year, schools are closed to give staff a chance to learn and a variety of classes are offered. The next one is on Monday, September 18th, 2023

## CLCs

.....  
Classified Learning Cooperative **Employees can earn money by attending or facilitating these classes.**

Take a class or become a facilitator.

## EDUCATIONAL FINANCIAL INCENTIVES

.....  
**Employees can be reimbursed up to \$500 per year** for classes that help them perform their jobs. Next applications are due 9/28/23.

## PROFESSIONAL LEARNING ADVISORY BOARD

.....  
A group focused on creating, developing and supporting a structure of professional development opportunities that foster learning individually and collaboratively.

## PROFESSIONAL LEARNING WEBSITE

A place for you to track opportunities, registrations and past participation

## ONLINE LEARNING RESOURCES

.....  
We offer a variety on online learning resources. Some are designed by PUSD staff and we also utilize outside vendors for learning, including:

- Keenan
- Lynda.com
- LinkedIn Learning
- SDCOE Webinars

## COURSE CATALOG

.....  
See all of the trainings in on place.

Details at

[www.poway-psea.org/professional-learning](http://www.poway-psea.org/professional-learning)