

2016-  
2017

**PROFESSIONAL DEVELOPMENT  
HANDBOOK FOR EDUCATIONAL  
SUPPORT PROFESSIONAL LOCALS**





### HOW TO ACCESS LOCAL PROFESSIONAL DEVELOPMENT:

1. Survey and talk with your members about their PD needs.
2. Look at the Council/WEA PD Offerings.
  - a. Do the offerings fit your needs?
    - i. If PD offerings fit your needs:
      1. Will you have at least 30 members who would attend?
      2. Can you work with another local to offer the training in your area?
      3. Come up with a few dates/times that work for your local
      4. You **MUST** schedule your PD at least 30 days prior to training date for scheduling
      5. Find a good location for your training
        - a. Secure district permission if necessary

6. Contact Leeann Turano  
[lturano@washingtonea.org](mailto:lturano@washingtonea.org) to schedule a date/time for the training.
  7. Ensure that Leeann receives all of the details for scheduling.
  8. Do you plan to offer Clock Hours for your training?
    - a. **WEA needs 30 days' notice to offer clock hours for a training**
  9. Plan and provide snacks/drinks/food
  10. Will you be taking RSVP's or do you need WEA Olympic to do so?
  11. Ensure that you're communicating any issues or conflict with Leeann to alleviate problems early.
    - b. If the PD offerings do not fit your needs...
      - i. Contact Leeann Turano directly as soon as possible
        1. The PD offerings are not an exhaustive list and we may be able to still provide needed PD
        2. JUST ASK!
3. Ensure that all evaluations and clock hour paperwork given to you is complete and submitted by designated timelines.
  4. ENJOY great PD provided by WEA in your LOCAL!



## **Autism Awareness**

### *Description:*

- An in depth look at deficits in areas such as social reciprocity, shared attention, and perspective taking.
- Understand how these deficits translate into academic, social, motor, communication and adaptive difficulties in schools and communities.
- Learn about the various behavioral, developmental, and structured teaching approaches as well as a variety of effective classroom strategies

## **Section 504**

### *Description:*

- Review the Federal statute of Section 504 of the Rehabilitation Act of 1973.
- Understand the role Section 504 has in ensuring FAPE.
- Discuss what constitutes discrimination under 504 regulations.
- Understand the process for determining/developing a 504 plan for eligible students.
- Understand the roles and responsibilities of providing student accommodations

## **Behavior Interventions**

### *Description:*

- Understand the difference between discipline and changing behavior
- Develop a Functional Behavior Assessment and positive Behavior Plan
- Learn skills for improving behavior

## **Effective Instruction**

### *Description:*

- Look at brain research to answer these questions
  - Why do research-based strategies work?
  - What makes a strategy effective?
- Align strategies that they are using in the classroom to what science knows about how the brain learns

## **Universal Design in your School**

### *Description:*

- Define universal design
- Understand how universal design transitions into learning
- Recognize the elements of universal design and its principles
- Utilize examples of universal design

- Create classroom lessons using universal design of learning principles
- Share UDL planned designs with others
- Incorporate UDL into instruction plans

**Meaningful learning and the WA-AIM: Bridging the Gap**

*Description:*

- Understand the elements of the WA-AIM alternative assessment.
- Develop meaningful tools and strategies to use in assessing individual students with significant disabilities.

**TEACHER CERTIFICATION:**

**Everything You Need to Know About Teacher Certification in Washington**

*Description:*

- Learn the ins and outs of the new state requirements for teacher certification through both the NBCT and ProTeach pathways.
- This course will give you the details of both pathways which will help you to choose which path works best for you and your educational goals.

**In the Classroom:**

**Classroom Management**

*Description:*

- Learn strategies for to effectively manage your classroom.
- Walk away from this session with an arsenal of strategies you can implement in your classroom tomorrow.

**Culturally Responsive Classroom Management**

*Description: Note- currently in the works, not available until the Spring at the earliest.*

**Crucial Conversations/Difficult Conversations**

*Description:*

- Introduce new ways to analyze difficult conversations
- Offer an alternative stance to your approach in difficult conversations
- Learn strategies for structuring conversations that support shared learning and effective decision-making
- Learn communication strategies necessary for engaging in critical conversations
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### **Bully-Free: It Starts with Me!**

#### *Description:*

- NEA's national program to engage members in bullying prevention
- Providing members with resources and skills to prevent student-to-student bullying, cyberbullying, sexual harassment, and sexting
- Learn how to Identify, Intervene, Advocate

### **True Colors**

#### *Description:*

- Training dedicated to building relationships with your colleagues and with the diverse students in the classroom setting.
- The core of the True Colors system identifies:
  - intrinsic values, motivations, self-esteem, sources of dignity and worthiness, causes of stress, communication styles, listening styles, non-verbal responses, language patterns,
  - social skills, learning styles, environmental motivators, cultural appeal, negative mental states, relationship orientation, and ethical behaviors.

### **TECHNOLOGY:**

*Description:* From Basics to more advanced, trainings can be offered in any Microsoft computer program, or google at any level. Also, training can be done in communication systems for your local.

#### *Examples include:*

- Excel 1 and 2 courses
- Word
- PowerPoint
- Publisher
- Outlook/One note/Etc.
- Creating local newsletters/communication systems

### **LEGAL TRAININGS:**

#### **\*Social Media Do's and Don'ts**

#### *Description:*

- Learn the principles of what is acceptable for Educators on platforms such as:
  - Facebook, Instagram, Twitter, email, snap chat, texting, etc.

#### **\*Education Law**

#### *Description:*

- Learn all about your legal rights under the RCW's and WAC's (Governing law and policies for Educators)

- Learn about terms such as:
  - Weingarten Rights
  - Garrity Rights

#### **\*Bargaining Law**

##### *Description:*

- Learn about the laws that govern collective bargaining for Public School Employees

#### **ESSA- Every Student Succeeds Act (Formerly No Child Left behind)**

##### *Description:*

- Learn about the ins and outs of the newly authorized Every Student Succeeds Act (ESSA).
- Find out what this means at the Federal level and at the state level.
- What are the important pieces that affect your job and your students?

#### **SAFETY TRAININGS:**

##### Mapping and Crisis Management

##### *Description:*

- Learn how to map your school/building to ensure safety in a crisis
- Learn strategies to utilize if a crisis strikes your work place

##### Infectious Diseases

##### *Description:*

- Learn health and safety standards to contain infection disease
- Learn how to prevent infection in your school

#### **\*MEMBER BENEFITS:**

##### **\*Pre-Retirement Seminar**

##### *Description:*

The earlier you begin planning for retirement, the better prepared you will be. Now is a great time to assess where you are so you can successfully transition into retirement. You might be able to increase your retirement income or even retire sooner than you had planned.

- TRS and SRS Plan 2 and Plan 3
- 403(b) and 457(b)
- Social Security
- Retirement Health Care Options (Medicare, PEBB, VEBA)
- Resources (Retirement Income Strategies, Planning Checklists & Contact Numbers, Worksheets)



### **\*The Benefits of Membership**

#### *Description:*

Do you know all of the benefits that come with your membership? Did you know you can save money at your favorite places to shop with your membership? Considering travel plans soon? Use your membership to save big money on your next vacation. Come prepared to learn about saving money and leave with discounts to help offset the cost of your membership!

### **\*Loan Forgiveness**

#### *Description:*

This presentation focuses on how teachers who teach in “high impact schools” can get a portion of their Stafford and Perkins loans forgiven.

### **\*Financial Planning**

#### *Description:*

Are you preparing enough for your future? Do you have students in college? Are you saving money for your retirement? Are you saving money every month or living penny to penny? Learn strategies to plan for your life and important financial milestones.

### **\*Saving for College**

#### *Description:*

We all know how expensive college costs. Learn ways to start planning for your children’s college education. It’s never too late to start planning. Do you know what the difference is between a subsidized and unsubsidized loan? Do you know how to choose the best options for paying for college? Learn strategies to plan for the financial aspects of sending your child to college.

### **\*UNION/ASSOCIATION TRAININGS:**

#### **\*Planning for and Organizing Around a School Board Election Campaign**

#### *Description:*

All politics are local, and they start with your School Board. Your board is the most important policy maker that directly affects your job. From ratifying your contract to creating policy for your employment and the education of your students, to hiring and firing your superintendent, school boards are the governing body of your school district. This training will help you to organize a successful School Board Campaign team. This team will hone their skills to find, and persuade good, education-friendly community members to run for and be elected to your school board.

#### **\*Building Rep Training**

#### *Description:*

Train your building/association reps on the nuts and bolts of being a good rep. From the basics to the legal aspects, your reps will leave knowing more about why their job is so important to your association.

**\*New Leader Toolkit Training**

*Description:*

This training can be modified to be used for any new leaders in your local. From new presidents to new executive board member, we can cater a training specific to your leaders' needs.

**\*Organizing and One on One Training**

*Description:*

A well-organized local is one that truly listens and understands its membership. Create a local organizing team to have one-on-one conversations with your membership. Learn strategy to find out the most relevant feedback from your membership. Develop your own Constant Organize Goals (COG) for your local. This training can also be modified to your local's needs.

**\*Treasurer Training**

*Description:*

The treasurer position is one of the most vitally important positions in your local. It is essential for your local to have balanced books and to be able to pay the bills. This training will help your treasurer to be able to do the essential functions of this position.

**\*Membership Chair Training**

*Description:*

Every local should have a Membership Chair. This training will help your chair to learn the best strategies for membership in your local and how to work with the Building Reps to make membership run smoothly in your local.

**\*Know Your CBA Training**

*Description:*

Do your members know what is in your contract or do they only know the salary advances you've made? This training can be catered to your local and CBA to point out all the essential pieces of your CBA in a fun and engaging way!

**\*Labor History/ Union 101/Labor Movie Nights**

*Description:*

This training is a primer or continuation of the history of Labor. How did we get here? Why is Labor history so important? This training can be catered to your local's needs. For example: you can offer a series of 3 labor movies with discussion about how these movies apply to your union or bargaining, etc.

**\*BARGAINING:**

***Note:** Bargaining trainings should not take the place of the Statewide Bargaining Conference. As a council, we believe the Statewide Bargaining Conference is valuable and trains our folks for excellence in*

*bargaining. However, we know conflicts arise and some cannot attend the conference. These trainings are “mini trainings” to help get your bargaining teams going.*

**\*Organizing/ Choosing Your Bargaining Team and Back-up Bargaining Team**

*Description:*

The essential function of a strong local is a strong bargaining team. Learn how to build a solid, strong team and a back-up team that can effectively support your bargaining team.

**\*Formulating Bargaining Surveys**

*Description:*

Using WEA’s survey handbook, learn how to devise a strong Bargaining Survey that will drive your negotiations with the district. There are also some legal parameters around surveying that you should know prior to creating a survey.

**\*Blueprinting for success**

*Description:*

A “Blueprint” is a road map that directs your bargain. It is an organized plan that helps to prioritize your bargain and helps you to stick to your bottom line. Locals that have used a “Blueprint” have had more successful bargains.

**\*Traditional Bargaining 1 and 2**

*Description:*

Learn how to do a traditional style of bargaining. It is the most popular style of bargaining. Learn table strategy, roles of each person at your table, proper protocol, how to avoid bad faith bargaining, and so much more! (Bargaining 2 builds on Bargaining 1 to help with more strategy and to continue to strengthen your bargaining style).

**\*Interest-based Bargaining**

*Description:*

Learn how to use the Interest-based Bargaining style of negotiating. This style requires significant levels of trust between both the local and the district in order to be successful. This style of bargaining builds around “common” interests between the local and the district. (A conversation with your UniServ rep needs to occur before scheduling this training).

\*Denotes classes that CANNOT receive clock hours

