



Midland Public Schools
Inspiring Excellence

**PARAPROFESSIONAL
PROFESSIONAL DEVELOPMENT
GUIDE**

2018 – 2019

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INTRODUCTION

As declared in the Midland Public Schools Vision Statement, our organization remains committed to providing ‘a dynamic world class education that develops the unique talents of all students in a safe, secure, and healthy environment.’ In addition several additional pillars of the Vision Statement guide our practices:

- We commit ourselves to world class standards for student performance.
- We are agile and flexible so that we are able to adapt to new challenges and opportunities in this rapidly changing world.
- We are strong and financially stable. To sustain the organization, we effectively and efficiently use new and existing resources.
- We are effective partners with families, businesses, and higher education, collaborating with diverse organizations.

To aid in the accomplishments of our organization’s visions, we rely on our highly talented staff. We know that enhancing the skill sets of all employees (including paraprofessionals) with high quality professional development will lead to enhanced services and learning for all students.

The procedures set forth in this guide will afford for the personalization of learning for each staff member. We strongly encourage each employee to take full advantage of the opportunities provided to promote on-going personal and professional growth.

CONTRACT LANGUAGE

Article VII of the Midland Public Schools agreement with the Midland Federation of Paraprofessionals outlines professional development requirement.

Article VII

The District will determine and provide six (6) paid hours of required professional development time per school year, outside of the instructional time. Additionally, there will be an additional 0-6 hours of enhanced professional development offered, depending on the position for both Classification I and II paraprofessionals.

As stated, all paraprofessionals are required to attend a minimum 6 hours of professional development annually. To maximize individual growth, we strongly encourage all staff members to seek an additional 6 hours of training.

Note: Individuals may be required by their supervisors to complete training beyond the requirements stated in this guide. In these cases, supervisors will communicate with the employee in advance of the required sessions. In the event that additional hours (beyond 12) are desired, approval from the Director of Human Resources is required. Contractual compensation will be provided as applicable.

SELECTION OF PROFESSIONAL DEVELOPMENT

Beginning in the 18-19 school year, each paraprofessional will be required to collaborate with their supervisor at the beginning of the school year to establish a personal professional development plan. The collaboration may occur face-to-face, via. E-mail, phone conversation, etc. The supervisor (with input from the employee) will select opportunities from the district provided guide that best fit the needs of the employee’s assignment and professional growth needs (*for the required 6 hours*). The employee should

review available options in advance of collaboration and have a draft plan ready for discussion. For the 2018-2019 school year, employees will be compensated for .5 (1/2) hour for collaboration on plan development. This .5 (1/2) hour will count toward the minimum requirement of 6 hours.

Once collaboration has concluded, the employee must electronically register for each professional development session listed in this guide (See pages 3-5 for opportunities).

Registration link: <https://goo.gl/forms/gzTbbUQ8GLvyNegY2>

No electronic registration is needed for customized sessions not listed in the guide (see page 3 'Professional Development Opportunities' introductory paragraph for further information).

Note: In the event that a paraprofessional is hired after the start of the school year, the employee is still responsible for meeting a certain minimum number of professional development hours. Collaboration on plan development as described above will occur at the earliest possible date for the paraprofessional and supervisor.

Month Hired	Minimum Required Hours
August - September	6
October - November	5
December - January	4
February - March	3
April	2
After April 28 th (Last PD Day)	0

For the 2018-2019 school year, employees hired after the start of the school year will be compensated for .5 (1/2) hour for collaboration on plan development. This .5 (1/2) hour will count toward the minimum requirement of hours established above.

TRACKING AND SUBMITTING HOURS

The personalized plan will be authored and tracked on the Midland Public Schools Paraprofessional Professional Development Plan log (see page 6). Each paraprofessional is responsible for maintaining the log throughout the year and receiving a signature from an event official verifying attendance on each session attended. The employee will show the log to the building financial professional after each event attendance so that hours may be added to the time sheet accordingly. **This must be completed within the same payroll period as event attended** A signature verifying reporting to the building financial professional is necessary on the log. The complete log is to be submitted to the supervisor at the conclusion of the school year. This sheet will serve as the official record of professional development attendance for the year (compliance with Article VII provisions).

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The following list of opportunities is subject to change based on availability of events. New opportunities will be communicated to membership as applicable. A supervisor may choose to develop customized sessions for an employee including (but not limited to) attendance at building and/or district provided sessions not listed in this guide, individual sessions with qualified staff, classroom/employee visit/observation, off-site sessions, etc. As stated on page 2, the employee must electronically register for each professional development session listed in this guide.

Registration link: <https://goo.gl/forms/gzTbbUQ8GLvyNegY2>

No electronic registration is needed for customized sessions not listed in the guide. Some events have special registration requirements/instructions listed in the description below.

MANDATORY for all Paraprofessionals in 2018-19

- **ALICE Training: 2 Hours**

2 sessions available (**all employees must choose one**):

- August 28th, 2018: Central Auditorium: 1:00 – 3:00 p.m.
- September 28th, 2018: Central Auditorium: 1:00 – 3:00 p.m.

Description: ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training is the leading program for response to violent critical incidents (VCI). VCI are man-made forms of violent disaster, including: active shooter, violent intruder, mass shooting, terrorism, workplace violence, and other unexpected tragedies. This training program empowers individuals to make their own survival decisions, using proactive response strategies, should they be faced with violence

Optional Professional Development Sessions

Note: Additional options will be published as they become available.

- **Trauma Techniques: 1 Hour**

- August 28th, 2018: MPS Administration Center: 7:50 a.m. – 8:50 a.m.

Description: Discussions on the stages of healing and strategies and activities used in trauma-focused therapy for students

- **COLORS: 1 Hour**

- August 28th, 2018: MPS Administration Center: 11:45 a.m. – 12:45 p.m.

Description: Explore personality inventory to increase self-control, objectivity, affect tolerance, and increase the ability to relate to others with kindness, acceptance, and compassion

- **TRANSPORTATION ONLY: Safe Schools Training Modules: 4 Hours**

- August 29th, 2018: 8:00 a.m. – 12:00 p.m.: Location TBD

Description: Transportation staff will complete SafeSchools training modules as determined by the supervisor.

- **What is Social Emotional Learning (SEL) and Interventions and Supports: 1 Hour**

- **September 28th, 2018:** MPS Administration Center: Noon – 1:00 p.m.

Description: SEL: Facilitator will review and discuss SEL with staff. Examples will be shared. I & S: Discussion on interventions and supports for students and staff will occur.

- **Data Collection/Support to Teachers and Paraprofessionals: 2 Hours**
 - **September 28th, 2018:** MPS Administration Center: 1:00 – 3:00 p.m.
Description: Discussions on how to record intervention data with fidelity (including CAST team incorporations.)

- **Non-Violent Crisis Intervention (CPI) Training (Base): 8 Hours**
 - General Staff: September 28th, 2019: 8:00 a.m. – 4:00 p.m.: **Central Auditorium**
 - Transportation Staff: November 6th, 2019: 8:00 a.m. – 4:00 p.m.: MPS Administration Center

Description: Gain a basic understanding of crisis intervention methods including:

 - How to identify behaviors that could lead to a crisis.
 - How to most effectively respond to each behavior to prevent the situation from escalating.
 - How to use verbal and nonverbal techniques to defuse hostile behavior and resolve a crisis before it can become violent.
 - How to use CPI's disengagement skills to avoid injury if behavior becomes physical.
 - When it's appropriate to physically intervene.
 - How to develop team intervention strategies and techniques.
 - How to assess the physical and psychological well-being of those involved in a crisis.
 - A progression of holding skills to manage aggressive behavior in least restrictive, safest manner.
 - How to maintain rapport with the acting-out individual.
 - Key steps for debriefing after a crisis.
 - How to properly document an incident.

- **The Explosive Child: 6 Hours**
 - November 6th, 2018: Bullock Creek Auditorium: 8:00 a.m. – 4:00 p.m.

Description: Dr. Ross Greene will expound on the content of his Best Selling book, 'The Explosive Child.' The empirically supported model, CPS, has transformed thinking and practices throughout the world, and has been associated with dramatic reductions in adult-child conflict, challenging behaviors, disciplinary referrals, detentions, suspensions, seclusions, and physical, chemical, and mechanical restraints. The model represents a significant departure from discipline-as-usual: it focuses on solving problems rather than on modifying behavior, emphasizes collaborative rather than unilateral solutions, encourages proactive rather than reactive intervention, de-emphasizes diagnostic categories, and provides practical, research-based tools for assessment and intervention. Participants will examine the model and learn how to implement.

NOTE: This is an externally provided event. A district administrator will provide guidance on how to sign up for the event upon receipt of your MPS electronic registration.

- **Project Lead the Way: 1.5 Hours**
 - January 21st, 2018: Administration Center: 12:30 – 2:00 p.m.

Description: Staff will be introduced to the Project Lead the Way Launch curriculum. Participation will equip the attendee with basal knowledge of content, equipment, and techniques to actively assist students and staff in execution of modules.

- **PYP Collaboration: 1.5 Hours**
 - January 21st, 2018: Administration Center: 2:15 p.m. – 3:45 p.m.

Description: Staff will be introduced to the International Baccalaureate Primary Years Programme. Participation will equip the attendee with basal knowledge of core programme components to actively assist students and staff throughout instruction.

- **Non-Violent Crisis Intervention (CPI) Training (Refresh): 3 Hours**
 - March 8th, 2019: 1:00 – 4:00 p.m.: **Central Auditorium**
 - Description:* This refresher course revisits the key concepts covered in base training. It must be taken bi-annually once base training has been completed to maintain certification.

- **Self-Care/Resilience While Working with Youth: 2 Hours**
 - March 8th, 2019: 1:00 – 3:00 p.m.: Jefferson Middle School
 - Description:* Participants will learn the components to maintaining their own well-being and self-care as they work with youth. The specific focus of this professional development will be to:
 1. Define the factors that enable resilience
 2. Summarize optimism research
 3. Cultivate greater resilience by reframing thoughts
 4. Cultivate greater resilience by reframing thoughts
 5. Identify the steps to cultivating optimistic thinking
 Each participant will have the opportunity to identify and measure the areas that are strong and weak with their own resilience.
 Focus areas are:
 1. Emotion Regulation
 2. Impulse Control
 3. Self-efficacy
 4. Reaching Out
 5. Empathy
 6. Optimism

- **Google Basics: 2 Hours**
 - March 8th, 2019: 1:00 – 3:00 p.m. Central Park Elementary
 - Description:* This course will introduce the participants to core Google functions and applications including (but not limited to): Google Docs, Google Sheets, Google Slide, Gmail, and Google Calendar.

Michigan Developmental Disabilities Institute

Note: For these sessions to run, a minimum group of 10 is needed. Availability will be determined once enrollment numbers are established. Once a minimum enrollment is established, communication will be sent confirming the session details.

- **Conflict Resolution: 1.5 Hours**
 - April 18th, 2019: 1:00 – 2:30 p.m.: MPS Administration Center
 - Description:* This training is designed to help understand what causes conflict and learn ways you can respond to conflict in a constructive manner.

- **Creating a Culture of Support: 1.5 Hours**
 - April 18th, 2019: 2:30 – 4:00 p.m.: MPS Administration Center
 - Description:* This training explores the system of positive behavioral supports. Participants will learn techniques that support personnel can use to build and sustain relationships with the people that they serve.



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PARAPROFESSIONAL PROFESSIONAL DEVELOPMENT PLAN 2018-19

Name:	
Building:	
Assignment:	
Supervisor:	

Event Title	Date	Hours	Attendance Verification Signature from Event Official	Building Notification Verification (Signature and Date)
1. Collaboration (plan development with supervisor)		.5		
2. ALICE Training		2		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
		Total Hours Planned		

Employee Signature:	
Supervisor Signature:	
Date:	

Note: Building Financial Professionals: Use account #11-221-000-2100-1630 for billing purposes