

[princi_elem] [principals] January 7th Professional Development day**From :** Jeffry Johnson <johnson_je@4j.lane.edu>

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Sender : princi_elem <princi_elem-bounces@4j.lane.edu>

2 attachments

Subject : [princi_elem] [principals] January 7th Professional Development day**To :** classified@4j.lane.edu**Cc :** All Principals <principals@4j.lane.edu>, assistant middle <assist_midd@4j.lane.edu>, High School Assistant Principals <assist_high@4j.lane.edu>

Greetings Educational Assistants,

I hope this finds you preparing for the home stretch to a restful winter vacation. Our first day back from winter vacation is a professional development day. This day will function similar to a conference format for k-12 staff. This message is meant for Educational Assistants and classified staff that support classroom instruction. The following information is about how to access professional development opportunities on January 7th. Some schools already have requirements and activities for classified staff happening at their buildings, so please check in with your principal before registering for any of the attached opportunities. It is important that you read the entire directions and follow each step as you register for classes.

[January 7th Logistics](#)

I have some updated information for our [January 7th](#) professional development/planning day. I have attached a new spread sheet with all of the learning opportunities for the day, as well as the directions to register for your choices.

The day is divided up into three main time blocks:

- 8:00 - 10:30
- 11:00 - 1:00
- 1:30 - 4:00

The attached sheet is organized in order of the three time blocks with Elementary and K-12 options listed first, then followed by Secondary options. Locations for each section have been added. Most sessions have been scheduled at Chavez, ATA and Churchill. Some specialist groups and staff have been scheduled at other sites. ***The green sections of the spreadsheet are required sections for classroom teachers. New classified staff that have not yet been trained in ALICE, should register for the ALICE training.***

[Registering for Professional Development Activities](#)

We are working with a new section of Talent Ed. Talent Ed Develop is a system for housing monitoring professional development. I have also attached a document that explains how to register for each of your choices. This is important. ***You must register for your choices. If you don't do this, you will have limited choices when you show up on January 7th.***

After you have registered for your courses, I encourage you to add the smartphone mobile app. The directions are at the bottom of the home page. Mobile app users will be able to skip the line for signing in. You can simply scan the QR code as you enter your session. Once you have registered, the mobile app will also display all of your courses and necessary information.

Have a great week,

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 **Jan. 7 Professional Learning Opportunities - Jan.7 Classes-2.pdf**
84 KB

 **REGISTERING FOR PROFESSIONAL DEVELOPMENT ACTIVITIES IN THE 4J PD MANAGEMENT ONLINE SYSTEM.pdf**
160 KB