

# Intradistrict Communication

DATE: July 25, 2019

TO: Principals  
Elementary and Middle School Resource Team Leaders  
High School Special Education Team Leaders  
Self-contained Support Class Teachers

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Special Education Director

SUBJECT: Instructional Assistant Trainings

The Special Education Department is offering training sessions for instructional assistants. There are several options for instructional assistants to choose from in topics of trainings and dates these trainings are available. These trainings are for all instructional assistants regardless of the number of hours they work.

Each instructional assistant should attend ONE half-day session and within that half-day, choose two sessions to attend. Every Session runs 90 minutes. The sessions cover behavior, data collection, instructional practices and the inside out of a special education classroom.

The dates and training schedules are as follows: **(pick only one day and either the AM Sessions or the PM Sessions)**

## August 19, 2019 – ASB

- ✓ AM Session 8:00am to 9:30am and 9:35am to 11:05am (every session runs for 90 minutes each)
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 102
  - Instructional Practices – PDC Room 103
  - Inside Out of a special education classroom – PDC Room 113
- ✓ PM Session 12:00pm to 1:30pm and 1:35pm to 3:05pm
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 102
  - Instructional Practices – PDC Room 103
  - Inside Out of a special education classroom – PDC Room 113

## September 12, 2019 - ASB

- ✓ AM Session 8:00am to 9:30am and 9:35am to 11:05am (every session runs for 90 minutes each)
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 103
  - Inside Out of a special education instructional Practices – PDC Room 113

- ✓ PM Session 12:00pm to 1:30pm and 1:35pm to 3:05pm
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 103
  - Inside Out of a special education instructional Practices – PDC Room 113

**September 13, 2019 - ASB**

- ✓ AM Session 8:00am to 9:30am and 9:35am to 11:05am (every session runs for 90 minutes each)
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 102
  - Inside Out of a special education instructional Practices – PDC Room 113
- ✓ PM Session 12:00pm to 1:30pm and 1:35pm to 3:05pm
  - Behavior and Class Management – PDC Room 101
  - Data Collection – PDC Room 102
  - Inside Out of a special education instructional Practices – PDC Room 113

To register for this training please contact Amanda Hamblin at 801-567-8176 or [amanda.hamblin@jordandistrict.org](mailto:amanda.hamblin@jordandistrict.org) with your session and class choices and which school you work in.

If the training session attended is outside of regular paid contract time, compensation will be provided.

If you have questions please call the special education department at 801-567-8177.