

# Intradistrict Communication

DATE: July 18, 2018

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

FROM: Dr. Anthony Godfrey, Associate Superintendent  
Kim Lloyd, Director of Special Education

SUBJECT: Instructional Assistant Trainings

The Special Education Department has allocated 15 additional hours for one resource assistant in each school and one self-contained support classroom assistant in each classroom to work 3 days prior to school starting to help with IEP related tasks and instructional/behavior management strategies. Part of these hours should include attendance at the following trainings. The instructional assistant should sign up for one Behavior and Class Management and one Paperwork and Goalview training.

The training schedule will be as follows:

## **August 16<sup>th</sup> South Valley School**

- Behavior and Class Management 8:00 AM-10:00 AM, Room 1
- Paperwork and Goalview 8:00 AM-9:30 AM, Room 9
- Behavior and Class Management 10:30 AM-12:30 PM, Room 1
- Paperwork and Goalview 10:30 AM-12 PM, Room 9
- Behavior and Class Management 1:30 PM-3:00 PM, Room 1
- Paperwork and Goalview 1:30 PM-3:30 PM, Room 9

## **August 20<sup>th</sup> South Valley School**

- Behavior and Class Management 8:00 AM-10:00 AM, Room 1
- Paperwork and Goalview 8:00 AM-9:30 AM, Room 9
- Behavior and Class Management 10:30 AM-12:30 PM, Room 1
- Paperwork and Goalview 10:30 AM-12:00 PM, Room 9
- Behavior and Class Management 1:30 PM-3:00 PM, Room 1
- Paperwork and Goalview 1:30 PM-3:30 PM, Room 9

## **August 21<sup>st</sup> South Valley School**

- Behavior and Class Management 10:00 AM-12:00 PM, Room 1

In order to sign to up for classes, please use the following link: <https://tinyurl.com/y9trfrsc>

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