Department of STUDENT SERVICES
MADISON METROPOLITAN SCHOOL DISTRICT

Special Education Assistants

Professional Learning 2023-2024

For All Professional Development please make sure you use Kronos to sign in and out, if you have trouble signing in and out off campus please contact your Principal.

- You can access Kronos on your computer or cell phone. Here is the link for Kronos: https://madisonmetro.kronos.net/wfc/htmlnavigator/logon
- This is the link to get the mobile app for Kronos to clock in on your cell phone
- When Kronos employees work outside their normal schedule and position such as when an employee is asked to attend a meeting, in-service, or training, the employee should punch in and out as usual on Kronos. If the event should take place outside of the district, the pay processor or supervisor should enter the punch times on the employee's time card and enter a comment and note to account for this time.
- **Role-Alike PL Dates 2023-24:** Most third ***Monday afternoons*** during the school year: 9/18, 10/16, 11/20, 12/18, 2/19, 3/18, 5/20
- **District-wide learning will also be provided from 8:30 am - 3:30 pm on the following Staff Only Days:** 10/20, 12/20, 1/26, 2/16, 4/15, 5/24
- **Special Requests:** Principal/Assistant Principal/Program Support Teacher requests are being accepted for in-person or virtual PD opportunities. Please contact Dr. Wiley for assistance, slots are filling quickly.
- Any learning taking place outside of your scheduled hours must be approved by Principal
  Use SEA Payment to ensure you properly document your time when you participate in learning outside of your hours.
- The SEA PD Timesheet can be used to help you track your attendance.
- The Additional Resources/Archived PD document has a plethora of information regarding your role. Please review the information when necessary.
- The Student Services Professional Learning Website provides a plethora of information regarding professional learning that will assist you with honing your skills as a SEA. You are valued and appreciated.
- It is recommended that you register in the Talent Portal to assure a record of your participation in district professional development.
- Newly hired SEAs please contact Nakia S Wiley to schedule your orientation meeting.
- Use my Google meet link that is located in the SEA Google Classroom to access all virtual learning opportunities
- This google doc provides the calendar view for all learning Special Education Professional Learning Calendar sessions
- UPDATE (11/6/23) We have some SEA Laptops that are available to SEAs who need a device that they can print from to support scholars with disabilities. It may be an SEA who is using Boardmaker and will be printing visuals for scholars. SEA Laptop Request

Role-Alike

Dates/Times	Presenter/Topic	Location
Monday, September 18th, 2023 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Dr. Sue Addamo **Topic:** Back Care and Safety **Description:** Participants will learn about back care and strategies to prevent back injury when supporting scholars with physical needs.	SEA Google Classroom Google Meet Slides
Monday, October 16, 2023 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Lisa Kirby-Mangas **Topic:** Speech and Language Strategies **Description:** Participants will explore specific speech and language strategies that will enhance their abilities to support Scholars who have speech and language goals.	SEA Google Classroom Google Meet Slides
Monday, November 20th, 2023 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Organizational Skills Part 1 **Description:** This course is for anyone interested in learning how to enhance their organizational skills. Organizational skills are designed to increase a professional's abilities to manage time effectively, prioritize tasks, set goals, and develop systems for achieving those goals.	SEA Google Classroom Google Meet Slides
Monday, December 18th, 2023 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Organizational Skills Part 2 **Description:** This course is for anyone interested in learning how to enhance their organizational skills. Organizational skills are designed to increase a professional's abilities to manage time effectively,	SEA Google Classroom Google Meet Slides

	prioritize tasks, set goals, and develop systems for achieving those goals.	
Monday, February 19th, 2024 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Mental Health Team Kristi Nelson Emily Priestaf Tracey Scherr **Topic:** Mental Health and Well-Being **Description: We'll be covering the following:** What is Mental Health and Why we do this work ● How we approach the work ○ 5 Components ○ Trauma-Informed Care ● How to seek support for students ● Resources	SEA Google Classroom Google Meet Slides
Monday, March, 18, 2024 **Time:** 2pm-3pm **Time:** 3pm-4pm	**Presenter:** Mental Health Team Kristi Nelson **Topic:** Suicide Prevention **Description:** Participants will learn how to recognize the signs of suicide risk, ask questions, and seek help. *SEA's should be prepared to know the name and contact info for each of these staff members in their building before SEA PD on March 18, 2024. - Administration- both Assistant Principal and Principal - Social Worker - Counselor - Psychologist - Nurse	SEA Google Classroom Google Meet Slides
Monday, May 20, 2024 **Time:** 2pm-3pm **Time:** 3pm-4pm	Dr. Nakia S Wiley **Topic:** PINE Summit Highlights **Description:** This learning session offers participants a unique opportunity to delve	SEA Google Classroom Google Meet

	into the art of co-creating inclusive school environments. Through this program, participants will be exposed to firsthand insight regarding dynamic neurodivergent education and learn how to create learning spaces that cater to both neurotypical and neurodivergent students. By participating, individuals will develop their skills and knowledge, and become equipped with the tools necessary to create inclusive learning environments that promote diversity and acceptance.	

District-Wide

Dates/Times	Topic/Presenter	Location
Friday, October 20, 2023 **Time:** 8:30 am - 3:30 pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Disability and Health Overview This course is for anyone who is interested in learning more about disabilities, health and wellness, and how to better support Scholars who have IEPs. Agenda	SEA Google Classroom Google Meet Slides
Wednesday, December 20, 2023 **Time:** 8:30 am - 3:30 pm	**Presenter: Dr. Nakia S Wiley** **Topic:** Deep Dive into Parabytes and PINE This course is for anyone interested in learning how to access and use the high leverage practices offered through the Parabytes and PINE.	**SEA Google Classroom** **Google Meet**
Friday, January 26, 2024 **Time:** 8:30 am - 3:30 pm	**Presenter:** Dr. Nakia S Wiley **Topic:** PINE & Autism Modules **Description:** The purpose of this course is to allow SEA's opportunities to explore PINE and or Autism modules. **Focus**: PINE Learning	SEA Google Classroom Google Meet Slides

	Audience: K-5 educators, CC, SEAs, all staff including all these roles at Hamilton, Spring Harbor and West High **K-5 PINE:** Would you like to learn more about harnessing the power of PINE for your school staff? We are offering an optional: Learn More about PINE with Lauren from PINE on January 26, 2024 from 1-2 CST. **Location:** Zoom Link Additional questions are answered here PINE FAQ or feel free to reach out to Jan Chynoweth at jgchynoweth@madison.k12.wi.us or your Assistant Director of Student Services.	
Friday, February 16, 2024 **Time:** 8:30 am - 3:30 pm	**Topic:** PINE, Parabytes & Autism Modules **Description:** The purpose of this course is to allow SEA's opportunities to explore PINE, Parabytes and or Autism modules.	SEA Google Classroom Google Meet
Monday, April, 15, 2024 **Audience:** All Levels **Time:** 8:30 am - 3:30 pm	**Presenter:** Dr. Nakia S Wiley **Topic:** PINE & Autism Modules Series: Social Skills and Intervention Strategies **Description:** Our goal is to provide you with opportunities to explore PINE and all that it has to offer. For schools without PINE access, don't worry! You'll have exclusive access to the Autism modules learning series presented by the amazing Dr. Wiley. We hope you find this course both informative and enjoyable.	SEA Google Classroom Google Meet Slides
Friday, May, 24, 2024 **Time:** 8:30 am - 3:30 pm	**Presenter:** Dr. Nakia S Wiley **Topic:** PINE & Autism Modules **Description:** The purpose of this course is to allow SEA's opportunities to explore PINE, Parabytes and or Autism modules.	SEA Google Classroom Google Meet

Conference Days & Day Before Fall Break

Date/Time	Presenter/Topic	Zoom
Mid Day Release for Elementary School Conference Planning (No 4K or EC - AM, PM, or Full-Day classes) Tuesday, October 31, 2023 **Time:** 1pm-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Professional Learning Q&A **Description:** Participants will be able to ask questions and share information that will positively impact their abilities to support Scholars who have IEPs.	SEA Google Classroom Google Meet
No School for Elementary, EC and 4K Conferences / End of Quarter 1 Friday, November 3, 2023 **Time:** 8am-4pm	**Presenter:** Dr. Nakia S Wiley **Topic: Core Competencies for SEAs** This course is for professionals who want to learn about the required knowledge and skills all paraeducators need to safely and effectively support students with disabilities in 4K-12 settings.	SEA Google Classroom Google Meet Slides
No School - Middle School and High School only for Conferences Friday, November 17, 2023 **Time:** 8am-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** **Core Competencies for SEAs** This course is for professionals who want to learn about the required knowledge and skills all paraeducators need to safely and effectively support students with disabilities in 4K-12 settings.	SEA Google Classroom Google Meet Slides
Wednesday, November 22, 2023 No School - Fall Break **Time:** 8am-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Autism Modules Series **Description:** This course is for anyone interested in learning how to access and use the high leverage practices offered through the Autism Modules that will positively impact students who have individualized education programs.	SEA Google Classroom Google Meet Slides
No School - Middle School only; Conferences Friday, February 9, 2024 **Time:** 8:30am-3:30pm	**Topic:** Autism Modules Series **Description:** The purpose of this course is to allow SEA's opportunities to explore Autism	SEA Google Classroom

	modules.	Google Meet Slides
No School - High School Only for Conferences Friday, March 8, 2024 **Time:** 8:30am-3:30pm	**Presenter:** Dr. Nakia S Wiley **Topic:** Using Special Interests in the Classroom **Description:** Participants will describe the importance and value of special interests to individuals with autism. Describe how to use preference assessments to identify highly preferred special interests to incorporate into interventions. Identify several ways to incorporate special interests into daily activities to increase social and academic behaviors.Identify ways to incorporate special interests into behavioral interventions to decrease problem behavior.	SEA Google Classroom Google Meet
Beginning of Quarter 4 / Elementary Mid Day Release for Conference Prep Monday, April 8, 2024 **Time:** 1pm-4pm	**Presenter:** Dr. Nakia S Wiley **Topic:** PINE Modules **Description:** The purpose of this course is designed to give SEAs a unique chance to delve into the exciting world of PINE with the guidance of the wonderful Dr. Wiley.	SEA Google Classroom Google Meet
Friday, April 12, 2024 **Time:** 8:30am-3:30pm **Audience:** Elementary SEAs	**Presenter:** Dr. Nakia S Wiley **Topic:** PINE Modules **Audience:** Elementary SEAs **Description:** The purpose of this course is to allow SEAs opportunities to explore PINE with the facilitation of Dr. Wiley.	SEA Google Classroom Google Meet Slides