



Mission Statement

Faribault Public Schools strives to empower, energize, and engage all students through its commitment to a quality education and creating an effective learning environment.

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August 2, 2018

Dear Educational Assistants and Special Education Paraprofessionals,

I hope this letter finds you rested and enjoying a summer filled with family and fun. It is hard to believe that August is upon us and the start of the school year is right around the corner. I am delighted to welcome you all to another great school year.

Please take some time to review the “Back to School Staff Workshop” schedule found on the staff page of the district website. Enclosed you will find a schedule for “Back to School” workshop week specific to Educational Assistants and Paraprofessionals. Please be aware that any changes to the workshop schedule will be posted on the district website, so please check the website as we get closer to workshop week. As in years past, you are encouraged to attend the “All Staff Welcome” at Faribault High School on Tuesday, August 28 starting at 7:30 am and to stay for your buildings review of the Positive Behavior Procedures from 12 pm - 2:00 pm.

We are pleased to let you know we are offering training specific to Educational Assistants/Paraprofessionals this year during workshop week. That training will be provided on Friday, August 31st from 7:30 am - 9:30 am in the Falcon Room at the District Office. Although this training is optional, you are highly encouraged to attend and will be compensated for your time. If you cannot attend this training on Friday, August 31, you are welcome to join the teachers on Wednesday, August 29th from 8:00 am - 11:30 am for a similar presentation.

As you will note on the enclosed workshop agenda, Mandatory Online Training is scheduled for Tuesday the 28th from 2:00 pm to 3:30 pm. You have two options for completing this online training. You may choose only one option and will be allowed two hours on your timesheet for completing the training regardless of the option you choose. We are providing options in order to be flexible and allow for increased computer access for the required online training.

Option 1 – Complete as scheduled (on the 28th from 2:00 pm-3:30 pm). There is no specific assigned location. You may use any available computer in the district. Due to the amount of required training, you will not be complete in an hour and a half. However, you could get a good start.

Option 2 – Complete the training on your own any time between now and September 4th.

As in the past, you may have up to four hours of work time with your special education teacher. Please arrange the time with your coordinating teacher for Friday, August 31st. Due to teacher scheduling commitments the rest of Back to School Week, these hours must be completed on Friday, August 31st. These hours are optional.

The Educational Assistant/Paraprofessional calendars are enclosed. The calendar will indicate your start date, end date, district holidays, and contracted work days. Please note your first contracted day of work this year is Tuesday, September 4th. Thus, you will need to timesheet all workshop week activities and any additional training you attend (CPI, CPR). A timesheet has been included for your convenience.

Your assignments will be the same as last year unless you have been notified differently by either the Human resources or Special Services Offices.

Building work hours for educational assistants and paraprofessionals are listed below. Please note your specific start and end time is *approximate*. Your supervising teacher or building principal may adjust your start and/or end time slightly based on student need. In addition, if you are assigned supervision hours in addition to Special Education hours, it may reduce the number of Special Education hours, but not your total hours of work. Supervision will be assigned at the building level once the need is assessed.

Jefferson Elementary	7:45 am – 3:15 pm
Lincoln Elementary	7:45 am – 3:15 pm
Roosevelt Elementary	7:45 am – 3:15 pm
Faribault Middle School	7:30 am – 3:00 pm
Faribault High School	7:45 am – 3:15 pm
McKinley Early Childhood Center	Variable

My office is located in the District Office (addition to the Middle School). Feel free to contact me if you have questions or concerns.

We are looking forward to a great 2018-2019 school year!



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Fall Workshop Agenda

For Educational Assistants and Paraprofessionals

Tuesday – August 28, 2018

7:30 am – 7:50 am	Grab and Go Breakfast – Faribault High School Cafeteria/Student Center
8:00 am – 9:30 am	All Staff Welcome – Faribault High School PAC
9:30 am – 9:40 am	Break
9:40 am – 11:00 am	District Introduction of Positive School Climate Expectation Policy
11:00 am – 12:00 pm	Lunch on your own
12:00 pm – 2:00 pm	Buildings review Positive Behavior Expectations – Report to your building
2:00 pm – 3:30 pm	Mandatory Training Online <i>See Mandatory Online Training instructions on the Back to School Schedule page of the district website.</i>

Friday, August 31, 2018

7:30 am – 9:30 am	Optional - Educational Assistant/Paraprofessional Training – Falcon Room District Office
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Wednesday, August 29, 2018

8:00 am – 11:30 am	Alternative time to the Education Assistant/Paraprofessional Training above if you cannot come on Friday and want to hear a similar presentation – Falcon Room – District Office
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To be Determined

You may have up to 4 hours of work time with your special education teacher. Please arrange the time with your coordinating teacher for **Friday, August 31st**. These hours must be worked on Friday due to all teacher's having other commitments the rest of the Back to School Week.