Included Resources for All Frontline Clients

Coronavirus Resources

CORONAVIRUS: Symptoms

CORONAVIRUS: Prevention & Treatment

CORONAVIRUS: Information for School Administrators

CORONAVIRUS: How it Spreads

CORONAVIRUS: Frequently Asked Questions

CORONAVIRUS: Downloadable Fact Sheet

CORONAVIRUS: Information for School Nurses

CORONAVIRUS: What to Do if You are Sick

CORONAVIRUS: Providing Services to Children with Disabilities

CORONAVIRUS: Symptoms

CORONAVIRUS: Prevention & Treatment

Non-Regulatory Guidance on Flexibility and Waivers for Grantees and Program Participants Impacted by Federally Declared Disasters

Included Courses for All Frontline Clients

Violence & Bullying Prevention Resources

Course Title	Description	Hours
Bullying Prevention	Schools need to be safe places where students can learn. In many states school districts are required to develop and implement bullying prevention policies. This course gives you tips for recognizing, preventing, handling and reporting bullying behaviors. Learn to identify bullying behavior, the characteristics of victims and aggressors, where bullying is more likely to occur, and how to create an anti-bullying environment.	**0:40**
Bullying and How to Help At-Risk Students	Students are bullied for a variety of reasons and it puts them at-risk. This can result in depression, suicide, anti-social behavior, acting out in the classroom, and truancy. Helping these at-risk students with interventions so they feel safe and helping them develop healthy responses is crucial to their success in life. This course will teach you how to help bullied, at-risk students from a range of different school populations.	**0:30**
Cyberbullying Prevention	Cyberbullying is a new, insidious and relentless form of bullying for the digital era. Learn how to recognize the signs of cyberbullying, understand the characteristics of both victim and aggressor, and how to handle and prevent cyberbullying.	**0:20**
Post-Traumatic Stress Disorder in the Classroom	Although we don't like to think of children being involved in events so traumatic that they have lasting emotional impacts, it does happen. You can make a difference for these children. Through patience and dedication, it is possible to help a student cope with Post Traumatic Stress Disorder.	**0:30**
School Violence Prevention & Intervention	All educators can benefit from training that raises their awareness of warning signs of violence, as well as best practices to follow if an incident occurs. This course has been designed to help you identify, prevent, and respond to school violence and to help you understand basic school district policies and procedures for school violence prevention and response including LOCKDOWN.	**0:40**

Suicide Prevention	Caring authority figures play an important role in helping students who are at-risk for engaging in behaviors that are harmful to themselves, including suicide. Educators, administrators, and school-based employees who raise their awareness can help to intervene and provide much-needed support to students who are contemplating suicide. This course raises awareness and covers best practices for reporting a student who you believe may be considering suicide.	**0:20**
What is an At-Risk Student?	We live in a culture that is constantly changing, and many of the traditional support systems for your students have disappeared. This course will present you with a traditional and an expanded definition of at-risk students, share with you simple, creative ways to positively impact their lives, and provide an opportunity to reflect upon how you can help your students go from at-risk to thriving behaviors.	**0:30**

Included Courses for Absence & Time Clients

Absence & Time Course Library

Job Role	Course Title	Description	Duration
Onboarding Training Programs – Substitute Teacher, Paraprofessional, School Administrator, and School Secretary Onboarding courses target employees in specific job roles. Prepare your substitute teachers, paraprofessionals, and school secretaries and administrators to serve in school-based roles with professionalism and excellence. All courses include graded exams and/or quizzes that must be passed in order for the course status to show as "Complete."			
SUBSTITUTE TEACHER INITIAL TRAINING	Substitute Teaching 101 – Parts 1, 2, and 3	Substitute Teaching 101 covers all fundamentals essential to substitute teachers including leadership, professionalism, assessing your skills, honoring diversity, and foundations of classroom management.	**8:00**
SUBSTITUTE TEACHER INITIAL TRAINING	Advanced Classroom Management – Parts 1 and 2	Classroom Management skills are critical to the success of substitute teachers. This course moves beyond fundamentals to teach specific techniques for getting and keeping attention, watching an entire group at once, reducing and handling misbehavior, diffusing argument, and fostering a positive classroom climate.	**3:00**

SUBSTITUTE TEACHER INITIAL TRAINING	Instructional Strategies – Parts 1 and 2	A good grasp of varying Instructional Strategies allows substitute teachers to properly differentiate and vary instruction to engage all learners. Includes organizational processes, brain-based learning techniques, questioning strategies, differentiated assessment, effective critique, and best practices in lesson planning.	**3:00**
SUBSTITUTE TEACHER INITIAL TRAINING	Exceptional Student Education – Parts 1 and 2	All schools have procedures in place for supporting students with special needs. Substitute teachers must understand these procedures, as well as the importance of taking a people-first approach to communication. Covers common disorders as well as general strategies for working with students with special needs.	**3:00**
SUBSTITUTE TEACHER INITIAL TRAINING	Working with At-Risk Youth – Parts 1 and 2	Many students face special obstacles in their personal lives that place them at-risk for engaging in behaviors that are self-harming. Caring adults like substitute teachers can play a pivotal role in guiding these youth toward positive choices and behaviors. Includes best practices, awareness, fundamental human needs, and academic considerations.	**3:00**
SUBSTITUTE TEACHER SUPPLEMENTAL TRAINING	Advanced Classroom Management In Depth Extension-Tier 1 - Parts 1 and 2	Positive Classroom Management requires specific skills and techniques, as well as plenty of practice. This course builds upon concepts learned in the Advanced Classroom Management course, providing more depth and breadth, as well as increased specificity of techniques presented.	**5:00**

SUBSTITUTE TEACHER SUPPLEMENTAL TRAINING	Instructional Strategies–In Depth Extension	Instructional Strategies that are effective engage a wide variety of learners. This course builds upon concepts taught in the Instructional Strategies course, adding depth and breadth, as well as specificity to the skills and techniques presented.	**5:00**
Paraprofessional (Aides/Supports) INITIAL TRAINING	Introduction to Being a Paraprofessional	Paraprofessionals play an important role in our schools, serving as essential supports to both teachers and students. This course covers the role and responsibilities of paraprofessionals.	**2:00**
Paraprofessional (Aides/Supports) INITIAL TRAINING	Students with Special Needs	Assisting students with special needs is a common assignment for paraprofessionals. It's important that paraprofessionals understand sensitivity and awareness, as well as the wide variety of needs that they may be asked to support. Covers people-first language, school procedures, and a wide variety of possible impairments.	**2:00**
Paraprofessional (Aides/Supports) INITIAL TRAINING	Working with Students – Parts 1 and 2	Paraprofessionals will support student learning in a variety of ways and settings. They need behavior management skills as well as instructional strategies in order to help the students they work with to reach their learning goals.	**3:00**
Paraprofessional (Aides/Supports) SUPPLEMENTAL TRAINING	Students with Special Needs-In Depth Extension-Tier 1 – Parts 1 and 2	Paraprofessionals will often be assigned to assist students with special needs. This course builds upon concepts presented in the original Students with Special Needs course. Covers people-first language and awareness, a wide variety of impairments and disabilities, and general strategies and best practices for supporting these students.	**4:00**

Paraprofessional (Aides/Supports) SUPPLEMENTAL TRAINING	Working with Students-In Depth Extension-Parts 1 and 2	Paraprofessionals need many of the same skills as classroom teachers including behavior management and instructional strategies. This course builds upon concepts presented in the original Working with Students course. Covers behavior management strategies, differentiated instruction, school procedures, and best practices for fostering a positive learning environment.	**4:00**
SCHOOL SECRETARY and SCHOOL ADMINISTRATOR	Office Organization	In order for any workplace to run efficiently and smoothly, those who work there must keep a level of organization and neatness. This course illustrates the ways to keep the workplace in school organized and neat, as well as how this benefits the employee and everyone around him/her.	**0:30**
SCHOOL SECRETARY and SCHOOL ADMINISTRATOR	Formal vs. Informal Communication	Communication is the sharing of information with the purpose of motivating, informing, or persuading. In every organization, there are two distinct methods of communicating: Formal and Informal. This course illustrates the differences between these kinds of communication and demonstrates when they should be used.	**0:30**
SCHOOL ADMINISTRATOR	Customer Service for School Admins.	Customer service is a collection of skills that are a vital part of any job that brings people in contact with each other on a professional basis. The following course will elaborate on how a school administrator can polish his/her customer service skills.	**0:30**

SCHOOL ADMINISTRATOR	Greeting for School Admins.	There is a time-tested saying that says, "You never have a second chance to make a first impression." This course illustrates the proper etiquette for greetings in the clerical workplace of the school system.	**0:30**
SCHOOL SECRETARY	Practical Secretarial Basics	This course introduces you to the multiple responsibilities that are routinely handled by school secretaries. You will learn the qualifications and skills required as well as some practical tips to handle your job with optimum efficiency and accuracy.	**0:30**
SCHOOL SECRETARY	Customer Service for School Secretaries	Your school secretaries are the #1 Ambassador for your school? This course introduces them to the role that they play in customer service to the school community.	**0:30**
SCHOOL SECRETARY	Confidentiality and Safety for School Secretaries	Do your secretaries know how FERPA and HIPAA relate to their job? This course prepares them to handle the confidentiality and safety responsibilities required of their role as school secretaries.	**0:30**
SCHOOL SECRETARY	Challenges for the School Secretary	The purpose of this course is not to turn the school secretary into a trained medical professional. Instead, it's an introduction to resources that will enable him/her to be helpful during an emergency.	**0:30**

Included Courses for Recruiting and Hiring Clients

Recruiting & Hiring Course Library

Safety and Compliance

Course Title	Description	Hours
Allergies and Anaphylaxis	As providers of food services and products, schools are obligated to assess, communicate, manage and control all possible food safety risks including allergies and anaphylaxis. The course explains how food allergies affect students, which foods are most likely to cause allergies, how to prevent, and how to treat anaphylaxis.	0:20
Americans with Disabilities Act (ADA)	The Americans with Disabilities Act (ADA) is a major piece of federal legislation that works hand-in-hand with other legislative acts to protect the civil rights of and to prevent discrimination against individuals with disabilities. This course provides information about schools' responsibilities under the Americans with Disabilities Act.	0:20
Back Safety & Safe Lifting	Though some school employees, such as those working in maintenance or custodial functions, will be doing more frequent and heavy lifting, all employees need to know how to protect their backs from injury through proper lifting techniques and methods for reducing the weight and frequency of lifting tasks.	0:20
Bloodborne Pathogens Clean Up	Bloodborne pathogens are disease-causing microorganisms present in human blood that can be transmitted to others who handle the blood incorrectly. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In this course we explain the simple but necessary procedures to clean up safely after an accident involving blood or body fluids.	0:20
Bloodborne Pathogens for School Employees	Employees must be trained in methods to protect themselves, and in this case, their students, from the spread of bloodborne pathogens.	0:20

Bullying Prevention	Schools need to be safe places where students can learn. In many states school districts are required to develop and implement bullying prevention policies. This course gives you tips for recognizing, preventing, handling and reporting bullying behaviors. Learn to identify bullying behavior, the characteristics of victims and aggressors, where bullying is more likely to occur, and how to create an anti-bullying environment.	**0:40**
Bus Behavior and Discipline	Managing student behavior is every bit as important for the school bus driver as it is for a classroom teacher. In fact, due to the safety concerns associated with being in transit, it may be even more so! This course covers the basics of maintaining discipline for bus drivers.	**0:20**
Chemical Spills	When dealing with any chemical, it is likely that eventually a spill will occur, so it is important to be as prepared as possible. This course provides common sense precautions and simple guidelines to prepare staff for the safest response to a chemical spill in the school.	**0:20**
Child Abuse Identification & Reporting	The 1974 CAPTA act requires teachers and other school staff to report any suspected child abuse. Learn how to identify the different types of child abuse and neglect, what to do if you suspect abuse, how to report, to whom to report, and the consequences for not reporting.	**0:40**
CPR	Cardiopulmonary resuscitation, commonly known as CPR, is an emergency procedure performed in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest. This course is not a substitute for the Red Cross Certification course.	**0:20**
Cyberbullying Prevention	Cyberbullying is a new, insidious and relentless form of bullying for the digital era. Learn how to recognize the signs of cyberbullying, understand the characteristics of both victim and aggressor, and how to handle and prevent cyberbullying.	**0:20**
Drug and Alcohol Free Schools	Did you know that most abusers of alcohol, illegal drugs, and prescription drugs don't fit the skid row stereotype? And that nearly 70% of them are employed? In this course, you'll learn how to recognize substance abuse at your school – and what to do about it.	**0:20**

Electrical Safety	Electricity can cause death or injury from electric shock, electric burn, fires or explosions of electrical origin, and electric arcing. The passage of electric current through the body may cause muscular contractions, respiratory failure, fibrillation of the heart, cardiac arrest, brain injury or injury from internal burns. This course covers the causes of electrical accidents and how to prevent them.	**0:20**
Epileptic Seizure Awareness	An epileptic seizure is a brief episode of signs or symptoms due to abnormal excessive or synchronous neuronal activity in the brain. The outward effect can vary from uncontrolled jerking movement to as subtle as a momentary loss of awareness. Awareness is the first step toward a proper response by health professionals in the school.	**0:20**
Ethics for Educators	Many states have enacted legal definitions of the ethical statutes applying to educators, administrators, and other school-based staff. This course covers the Florida Code of Ethics for Educators specifically and educational ethics generally.	**0:20**
Evacuation of Students with Special Needs	Bus drivers who transport students with special needs must be prepared to properly assist in the event that the bus must be evacuated. Students with physical impairments or who require wheelchairs or special restraints when traveling will need specialized support to evacuate.	**0:20**
Fall Protection	Falls are a leading cause of work place injuries in America, resulting in $70 billion in worker's compensation and medical costs every year. The good news is that most falls are preventable. In this course we will look at common causes of falls, and ways to decrease the risk of falling.	**0:20**
FERPA and HIPAA	FERPA and HIPAA are federal laws that require employees to maintain confidentiality with regard to student information. In addition, these laws give parents and eligible students some aspects of control over, and rights to correction of, student information. This course provides specific rules as well as suggested guidelines for remaining in compliance with the requirements of the FERPA and HIPAA laws.	**0:20**
Fire Extinguisher Safety	All work environments, including schools and school-related facilities, face a risk of fire. This course covers the basics in fire extinguisher safety and use including types of extinguishers and associated causes of fire, how to read extinguisher instructions, how to properly deploy extinguishers, and when to flee rather than fight the fire.	**0:20**

First Aid	First aid is emergency treatment that is administered to an injured or sick student before professional medical care arrives. First aid is an important skill for teachers and staff members who are responsible for the welfare of students. Memorizing some of the basic procedures explained in this course will help school staff react quickly and efficiently to save lives.	**0:20**
Following a No Touch Policy	Today's educators need guidelines and suggestions for ways to support, comfort, and celebrate with students without engaging in touch.	**0:20**
Food Safety & Kitchen Sanitation	Maintaining kitchen sanitation is the responsibility of all school based food service professionals. This course covers the procedures necessary to keep all equipment and surfaces in the kitchen free from sources of contamination or infection.	**0:20**
Food Service and Equipment Safety	Food preparation involves a wide variety of equipment. This course covers the safe use of the most common equipment used in school food service settings.	**0:20**
Hand and Power Tool Safety	Tools are such a common part of our lives that it is difficult to remember that they may pose hazards. All tools are manufactured with safety in mind, but tragically, a serious accident often occurs before steps are taken to search out and avoid or eliminate tool-related hazards. This course provides an overview of safe guidelines to follow when operating hand and power tools.	**0:20**
Harassment Awareness	Harassment is a form of bullying with a legal definition. In order to maintain a safe learning environment for students, teachers, and other staff, it is important to understand exactly what constitutes harassment, how to prevent it, and the responsibility to report it.	**0:20**
Head Injury Awareness	If you're a classroom teacher, P.E. teacher, or an athletic sports coach for any length of time it's not a matter of if a head injury will occur, it's a matter of when. Educators need to be prepared for that moment in order to respond appropriately.	**0:20**
Head Lice	Parents want to eliminate head lice and schools want to encourage attendance. What to do? This course covers everything from facts about head lice to cultural attitudes, treatment, and the sometimes controversial school policies regarding head lice.	**0:20**

Heimlich Maneuver	The Heimlich maneuver is an emergency technique used to prevent suffocation when a student's airway (throat or windpipe) becomes blocked and causes them to choke. This technique puts pressure on the abdomen and chest and causes the object to be dislodged and expelled. Teachers and staff are required to recognize the signs that require the Heimlich Maneuver and administer it effectively.	**0:20**
Internet Safety for School Employees	This brief overview of Internet safety for school employees touches on a wide range of topics from social media to identity theft. There are many perils and pitfalls associated with email and online activities, but there are also benefits and efficiencies never dreamed of by teachers in previous decades.	**0:20**
Ladder Safety	Ladders are such simple, commonly used equipment that people often forget the dangers of working at elevation and the need to be conscientious in their choice of ladder for the job, the way they use the ladder, and how they move while on the ladder. This course reviews the basic safety guidelines for those working with ladders and includes recommendations for the use of stepladders in the classroom.	**0:20**
MSDS - Hazard Communication	Employers are required to provide employees with access to information about any hazardous substances to which they may be exposed at work, as well as how to handle these substances, and emergency procedures that may be needed if they become exposed. This course covers the basic requirements of hazard communication, including how to use a Materials Safety Data Sheet (MSDS).	**0:20**
School Violence Prevention & Intervention	All educators can benefit from training that raises their awareness of warning signs of violence, as well as best practices to follow if an incident occurs. This course has been designed to help you identify, prevent, and respond to school violence and to help you understand basic school district policies and procedures for school violence prevention and response including LOCKDOWN.	**0:40**
Slips, Trips, and Falls	This course covers common hazards that can lead to slips, trips, and falls in the workplace, as well as best practices to reduce this risk through actions and proper signage. Employees who are aware of the common causes of these accidents, as well as precautions they can take to prevent them, will reduce their risk of suffering an easily avoided workplace injury.	**0:20**

Social Networking	Social networking can be an excellent opportunity to interact with other teaching professionals, however there are pitfalls to be aware of when engaging in social media. This course guides educators on the dos and don'ts of social networking, explains how to "brand" yourself, and offers real-life examples of teachers who got into trouble using social media.	**0:20**
Suicide Prevention	Caring authority figures play an important role in helping students who are at-risk for engaging in behaviors that are harmful to themselves, including suicide. Educators, administrators, and school-based employees who raise their awareness can help to intervene and provide much-needed support to students who are contemplating suicide. This course raises awareness and covers best practices for reporting a student who you believe may be considering suicide.	**0:20**
Transportation Safety	Student safety is always of paramount concern. When transporting students, bus drivers and other transportation professionals must be follow all necessary safety protocols to protect the students in their care.	**0:20**
Use of Defibrillators (AED)	Defibrillation is a common treatment for life-threatening cardiac dysrhythmias and ventricular fibrillation. This course covers how to recognize this life-threatening situation and how to use a defibrillator in this case.	**0:20**
Workplace Safety for Teachers	Workplace safety is an important topic that applies to every employee, no matter where they work. This course provides an overview of common safety hazards for all employees, as well as specific risks encountered by teachers on the job.	**0:20**

Included Courses for Professional Growth Clients

Professional Growth Course Library

Course Title	Description	Hours
Anger Management: Agree to Disagree - Finding Professional Balance When on Uncommon Ground	Ever had tempers flare at your school? In this course, you'll learn that disagreements don't have to lead to anger. And that it's okay to agree to disagree.	**0:30**
Anger Management: Compassion Fatigue - Why You Put Your Own Oxygen Mask On First	Is helping others wearing you down? Learn how to recognize and recover from compassion fatigue in this course.	**0:30**
Anger Management: Tools to Calm Down	Stressed out? Learn simple ways to calm down in this course.	**0:30**
Best Practices in Teaching (Danielson, Marzano, and Stronge.)	Ideally, teacher evaluations should have two goals: 1. To measure how well students are being taught. 2. To help teachers grow as professionals. This course focuses on three commonly used teacher evaluation frameworks, Danielson, Marzano, and Stronge.	**0:30**
Common Core State Standards (CCSS)	There's a lot of talk about the Common Core State Standard Initiative. This course will help you separate Common Core fact from fiction.	**0:30**
Communicating with and Engaging Families	This course presents the importance of effective home-school communication and provides guidelines for informing families about the instructional program, communicating individual student progress, and engaging families in classroom activities.	**0:30**
Communication Skills: Defusing Argument	Are things getting a bit heated at your school? Are the adults squabbling like children? In this course, you'll learn how to defuse arguments before they turn into All-Out War.	**0:30**
Communication Skills: Effective Listening	Are you listening? Are you really listening? Learn how to develop effective listening skills in this course.	**0:30**

Communication Skills: Non-Confrontational Questioning	If you're dealing with heated situations, it's easy to go into Confrontation Mode. Especially when you have questions that need answers. Is the "Bad Cop" act really the best approach? Learn different ways of handling questions in this course.	**0:30**
Getting Organized: A Teacher's Challenge	Returning graded homework, responding to parents, attending grade-level meetings, writing letters of recommendation, eating your own lunch—In an environment where even using the bathroom requires advanced planning, organization is key. This course provides suggestions designed to get teachers organized.	**0:30**
How to Use a Positive Attitude to Your Advantage	Want to make your class into a positive experience for your students? Start with your attitude. This course will show you how.	**0:30**
Implementation and Practice of Classroom Walkthrough	This course provides helpful tips, print materials, and video examples related to the implementation of classroom walkthroughs. The examples in this resource are meant to improve the practice of completing classroom walkthroughs.	**6:00**
Implementing In-Classroom Observations	This course guides you through the process of using in-classroom observations, including frameworks, to support the improvement of teaching practices in your school.	**2:30**
Implementing Video-Based Classroom Observations	This course guides you through the process of using video-based observations to support the improvement of teaching practices in your school.	**3:00**
International Society for Technology in Educational Standards (ISTES)	There's more to technology than downloading things from the Internet. Your students need to be intelligent consumers of online information. This course will introduce you to digital literacy.	**0:30**
Introduction to Classroom Walkthrough	This course provides information about the value of the Classroom Walkthrough Process (CWT), its foundations, the CWT Standard Look Fors, and how to get started implementing CWT in your school community.	**4:00**
Leading and Supporting Effective Work with Data	This module focuses on the most effective ways for school leaders to establish, develop, and sustain a data-focused culture at their school.	**1:30**
National Board for Professional Teaching Standards	You've heard of board-certified physicians. Did you know that you can become a board-certified teacher? This course will help you get started.	**0:30**
National Standards for Foreign Language Learning	This course introduces the National Standards for Foreign Language Learning. They're also known as the "Five Cs" – Communication, Culture, Connections, Comparisons, Communities.	**0:30**

Next Generation Science Standards (NGSS)	The voluntary Next Generation Science Standards move K-12 education away from studying science to doing science. Learn how they will affect your teaching and your students' understanding of science.	**0:30**
Professional Learning Communities	This course illustrates how teachers who meet with peers in professional learning communities, in which they can share strategies and determine what is best for their students, have the ability to improve their teaching practices and increase student achievement.	**0:30**
Professional Learning Communities (PLC)	Teachers teach and students learn. Is this really happening? Not as much as we'd like! Learn how professional learning communities are helping to solve this problem. They're based on the idea that schools exist to ensure that students learn.	**0:30**
Response to Intervention (RTI)	Got struggling students? Don't wait for them to fail before offering help. Learn how Response to Intervention (RTI) can help them turn their struggles into success.	**0:30**
Self-Assessment: Reflecting and Learning From Your Successes and Failures	Reflection is something that an effective educator does instinctively for themselves. Reflection is also a highly individual process as unique as the teacher. This course will examine how and why teachers can reflect and learn from their success and failures.	**0:30**
Service to Students	This course offers a profile of Lisa Haynes, a highly effective, passionate educator and teacher leader who demonstrates service to students through her dedication to helping all students succeed.	**0:45**
Standards Based Grading	How much does an "A" grade really tell you about a student's understanding of the material? Not as much as we'd like! Learn how Standards-Based Grading can help you help your students.	**0:30**
Success is in the Eye of the Beholder: How to Be a Professional Teacher	Have you ever wondered what the qualities of a really professional teacher are? This course will provide you with tips and suggestions on how to be a professional teacher.	**0:30**
The Importance of Reflection	This course focuses on the importance of using reflection strategies while teaching and presents best practices for improving reflective practice using a four-step guided-reflection process.	**0:35**

The Mentoring Process	Many organizations use mentoring as a way to increase the performance and productivity of their employees. The mentor is typically an established and knowledge able employee that lends guidance, assistance and support to a new employee, usually referred to as a protégé or in this case a "mentee." Mentoring benefits all members involved in the process by creating a positive learning environment, increasing job performance and a higher retention rate of employees.	**0:30**
Time Management: Efficient Communication - When to text, email, call, or talk in person	Ever wonder why nobody returns your phone calls? Would they be more likely to respond if you texted? In this course, you'll learn how to synchronize your communications with the needs of those who receive them.	**0:30**
Time Management: I'm So Stressed I Could Scream	Ever wish you had more time? Wish you could save time? Learn about some causes of stress, various approaches to stress reduction and teacher-tested time saving techniques in this course.	**0:30**
Time Management: Planning to Plan - A Systematic Approach to Getting the Most Out of Planning Periods	Do you suffer from the Incredible Shrinking Planning Period Syndrome? Want to get that planning time back? Learn how in this course.	**0:30**
Time Management: Squeezing the Juice from Meetings - How to Focus on the Parts that Matter to You and Avoid Frustration	Meetings. Love 'em or hate 'em, they're an important part of our professional lives. Want to turn your school's meetings into a rewarding experience? Learn how in this course.	**0:30**
Time Management: Using Digital Tools to Stay On-Track - Calendars	Still hanging onto that day planner? Thinking about ditching the paper and going digital? In this course, you'll learn about digital tools like Apple Calendar, Google Calendar, and Microsoft Outlook.	**0:30**
Time Management: Using Digital Tools to Stay On-Track - To Do Lists	To-do lists. Love 'em or hate 'em, they're part of our work lives. In this course, we'll be looking at digital tools that will help you manage those lists.	**0:30**
Types of Performance Tests	Most standardized tests are not designed to evaluate the individualized growth and development of your students. Do you know how to use performance tests in your classroom? This course will present you with information about different types of performance tests.	**0:30**

What are Soft Skills?	Soft skills. Colleges and universities want them. So do employers. But what are they? And how do we teach them to our students? Learn how in this course.	**0:30**
Working with Others: Bridging the Culture and Poverty Gap in Education	Educators today hear a lot about gaps in education – achievement gaps, funding gaps, and school-readiness gaps. Still, there's another gap that often goes unexamined: the cultural and poverty gap between students and teachers. This course will discuss ways that educators can bridge the culture and poverty gap in education.	**0:30**
Working with Others: Preparing for Parent Teacher Conferences	It's that time of year again –Parent Teacher Conference time! So how do you prepare for the parade of parents coming to speak to you? Find out how in this course.	**0:30**
Working with Others: Understanding and Dealing with Difficult Parents	Most teachers and principals have had the misfortune of dealing with a difficult parent or family, experienced a conflict with a parent or student, or been ambushed by an upset person in school. This course will discuss how to handle these situations in a respectful manner.	**0:30**
Working with Others: Working with Peers, Superiors, and Subordinates	In a school or organization, communication occurs between members of different hierarchical positions. This course covers strategies and tips for working with peers, superiors and subordinates in the school setting.	**0:30**

Included Courses for
Special Education & Intervention Clients
Special Ed & Interventions Course Library

Course Title	Description	Hours
Adapting Assessment for Students with Special Needs	For many students with disabilities the key to success in the classroom lies in having appropriate adaptations made to both instruction and assessment. Do you know how to adapt assessments for your students with special needs? This course will present you with information to aid you in adapting assessments for your students with special needs.	**0:30**
Behavior Management Strategies in Special Education	Do you have students with special needs in your classroom? Learn about behavior management strategies for special education in this course.	**0:30**
EBD - Emotional Behavioral Disorder - Understanding and Instructing the EBD Student	While having students with emotional or behavior disorders in your classroom may present a challenge, there are proven ways to cultivate a spirit of learning and cooperation that benefit everyone. This course will provide you with the information you need to tackle the challenges of teaching students with Emotional Behavior Disorder.	**0:30**
Evacuation of Students with Special Needs	Bus drivers who transport students with special needs must be prepared to properly assist in the event that the bus must be evacuated. Students with physical impairments or who require wheelchairs or special restraints when traveling will need specialized support to evacuate.	**0:20**
FERPA and HIPAA	FERPA and HIPAA are federal laws that require employees to maintain confidentiality with regard to student information. In addition, these laws give parents and eligible students some aspects of control over, and rights to correction of, student information. This course provides specific rules as well as suggested guidelines for remaining in compliance with the requirements of the FERPA and HIPAA laws.	**0:20**

Helping At-Risk Students with Disabilities	Children with physical, developmental, intellectual, emotional, and sensory disabilities are more likely to be bullied than their peers. Any number of factors ranging from physical vulnerability, social skill challenges, or intolerant environments may increase their risk. Research suggests that some children with disabilities who are bullied, may in turn, bully others as well. This course will teach you how to identify and help students with disabilities who are teased, bullied, vulnerable, and at-risk.	**0:30**
Helping the Student with ADHD Focus on Academics	Attention Deficit Hyperactivity Disorder (ADHD) is often associated with a general lack of focus, behavior issues, and poor academic performance. Unfortunately, many students with an ADHD diagnosis are considered "discipline issues", meaning that the majority of the school day is focused on behaviors, not academics. This course will cover how you can help students with ADHD focus on academics.	**0:30**
Intellectually Disabled Students - Understanding and Instructing the IND Student	An intellectual disability or developmental delay can fall on a scale ranging from mild to profound. Although there are many wonderful programs for students with an intellectual disability, research shows that inclusion in the general education setting is especially beneficial. All students should be exposed to challenging curriculum and be given the opportunity to learn alongside their peers. This course will provide you with strategies for reaching and teaching the student with an intellectual disability.	**0:30**
Response to Intervention (RTI)	Got struggling students? Don't wait for them to fail before offering help. Learn how Response to Intervention (RTI) can help them turn their struggles into success.	**0:30**
Special Education in Bilingual Settings	English Language Learners (ELLs) are sometimes placed in special education classes that they don't need. However, there are cases when such classes are appropriate. This course will help you learn the difference.	**0:30**
Strategies for Working with Students with Dyscalculia	Compared to dyslexia, dyscalculia is poorly understood. Relatively little research has been done on the causes of this learning disability or on effective interventions. However, the research that is available to teachers will be helpful in understanding and supporting students with this mathematical disability.	**0:30**

Strategies for Working with Students with Dysgraphia	Imagine writer's block. Now add on not remembering which letters go with the word sounds you're hearing. Layer that with difficulty actually forming the letters to look like they're supposed to. This is dysgraphia. Learning strategies to help students cope with this disability will ease frustration and build writing confidence.	**0:30**
Strategies for Working with the Dyslexic Student	Dyslexia is an often misunderstood diagnosis that leads to anxiety in students, parents and teachers. Many misconceptions exist about dyslexia and the potential for dyslexic students to be academically successful. The reality is that with simple, yet effective, teaching strategies and appropriate accommodations, any student with dyslexia can achieve.	**0:30**
Students on the Spectrum - From Asberger to Autism	Autism Spectrum Disorder is a serious brain related developmental disorder that impairs a student's ability to communicate and interact with others. Repetitive behaviors, along with restricted interests and activities are also common. These issues can cause significant disadvantages for students diagnosed with ASD.	**0:30**
Understanding an IEP	Individualized Education Plans are highly confidential legal educational documents. These forms offer a wealth of information and insight into your student and their academic standing. This course will help you gain a working knowledge of an Individualized Education Plan.	**0:30**
Understanding Dyslexia, Dysgraphia and Dyscalculia	Dyslexia has become more frequently diagnosed in the last decade. Still, many people do not understand this multi-faceted learning disability. Dyslexia, dysgraphia and dyscalculia are common disorders that teachers will see in their classrooms. Understanding the nuances of these disabilities will help teachers unlock the mysteries as to why some students aren't experiencing academic success.	**0:30**
Understanding the ESE Student: Auditory Processing Disorder	They're many misconceptions about Auditory Processing Disorder (APD) or Central Processing Disorder, as it can be known. Even though studies began in 1977, confusion still exists today. But many students struggle with this problem every day and you, their teacher, can make a difference in their lives if you understand this disorder.	**0:30**

Understanding the ESE Student: Language Processing Disorder	Language is something we take for granted. If you can hear and speak, most people assume you understand what is being said and that you'll be able to carry on a conversation. However, for those students with a language processing disorder this is not always the case.	**0:30**
Understanding the ESE Student: Sensory Processing Disorder	Many times you just can't put your finger on the issue that's affecting a student. They might seem like they have ADHD, but not quite. Or perhaps they have similar tendencies to some students you know who are on the Autism Spectrum. However, the answer could be that these students have Sensory Processing Disorder. This is a complex disorder that affects 1 in 20 children. This course will help you understand the complexities of Sensory Processing Disorder and its impact on students in your classroom.	**0:30**
Understanding the ESE Student: Visual Processing Disorder	Most of us take the information we receive from visual input for granted. Some of your students can see clearly, but the information that ends up in their brains is jumbled. This is a visual processing disorder. Understanding this problem will provide insight into working effectively with these students.	**0:30**
Working with Service Providers for Students with Special Needs	Various service providers work diligently alongside classroom teachers to meet the educational needs of students with special needs. These specialists provide needed support to help students succeed both academically and in life. Let's take a moment to look at an overview of these professionals and the jobs they perform.	**0:30**
Working with Students on the Autism Spectrum	The Centers for Disease Control and Prevention estimate that one in 110 children are diagnosed with Autism Spectrum Disorder (ASD). As a result, more students with ASD are being included in the general education setting, and teachers are faced with the task of determining strategies that will help students with ASD succeed in the classroom. This course covers how teachers can work with students on the Autism Spectrum.	**0:30**
Working with Students who are Blind or Visually Impaired	Do you have blind or visually impaired students in your classroom? Learn about teaching them in this course.	**0:30**
Working with Students who are Deaf or Hearing Impaired	Do you have deaf or hearing impaired students in your classroom? Learn about teaching them in this course.	**0:30**

Working with Students with ADHD	Almost all children have times when their attention or behavior veers out of control. However, for some children, these types of behaviors are more than an occasional problem. Children with attention-deficit/hyperactivity disorder (ADHD) have behavior problems that are so frequent and severe that they interfere with their ability to function adequately on a daily basis. This course discusses strategies on how to work with students with ADHD.	**0:30**
Working with Students with Brain Injury	Brain injury is unpredictable in its consequences. It affects who we are, the way we think, act, and feel. Do you have students with traumatic brain injury (TBI) in your classroom? Learn about teaching them in this course.	**0:30**
Working with Students with Cognitive Disorders	Students with a cognitive impairment may experience difficulties with various functions of the brain, particularly, short term memory, concentration and planning. Each student has different needs and will require various support mechanisms. This course provides specific strategies to assist and support students with a cognitive disorder.	**0:30**
Working with Students with Learning Disabilities	Research continues to confirm that we can teach students with learning disabilities to "learn how to learn." We can put them into a position to compete and hold their own. This course will discuss how to identify and work with students with learning disabilities.	**0:30**
Working with Students with Mental Impairments	Tens of thousands of students enrolled in American postsecondary institutions report having a mental illness. Students with psychiatric disabilities are entitled to reasonable academic accommodations as provided by the American Disabilities Act (ADA) of 1990 and 2008 amendments. This course covers how to identify and work with students who have mental impairments.	**0:30**
Working with Students with Orthopedic Impairments	Do you have students with orthopedic impairments in your classroom? Learn about teaching them in this course.	**0:30**