

**Polk Education Association**  
**Professional Development Course Catalog**  
**2024-2025 School Year**



**Polk Education Association  
Professional Development Course Catalog**

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## **Polk Education Association Professional Development Course Catalog**

### About Polk Education Association

The Polk Education Association is your union representing Teachers, Paraeducators and ESP/Secretaries working in the Polk School District. We bargain your contracts and guarantee your contractual rights.

#### *Elected Officers:*

Stephanie Yocum, President  
Jim Palmer, Vice President  
Kat Nickell, Secretary/Treasurer

#### *Staff:*

Service Unit Representatives  
Branden Lane, East Area Schools  
Wilfredo Tellado, West Area Schools

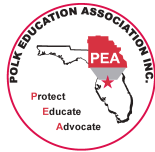
#### *Associate Staff:*

Lisa Francoeur, Membership Secretary  
Nieves Ramos, Clerk/Receptionist

### PEA Professional Development Committee

While PEA has provided free professional development for members for a number of years, the official Professional Development Committee was created in the 2019 school year. Current chair, Kat Nickell, along with trainers and other committee members are working diligently on expanding the course offerings and opportunities available to members. The committee's goal is to become the preferred option for professional development among Polk county educators and staff and a recognized name in the state-wide educator's union.

PEA is committed to providing educator-created, educator-led, research-based, high quality professional development that meets the needs, wants, and demands of our members. Our professional development is consistently applicable to the classroom/school setting and goes beyond compliance to truly engage and inspire our members and potential members as they learn the skills and absorb the knowledge for continuous career development.



## **Polk Education Association Professional Development Course Catalog**

### **Course Offerings**

#### **PEA ESE/Students with Disabilities**

online/face-to-face: 18 hours (36 in-service points)

The PEA ESE 20 Hr. Course is a 6 module course designed to provide basic information about supporting students identified as needing ESE services. It satisfies the requirement for 20 hours of SWD-specific points for teacher recertification. Participants must attend all modules and complete all assignments in order to earn points for the course. (synchronous learning)

#### **FEA/PEA 40-Hour Reading Requirement (DL) Course**

online/face-to-face: 30 hours (40 inservice points)

This 40 hour Reading/ESE course was created to fulfill the new Florida statute requirement for teacher recertification under rule 6A-4.0051. This course prepares educators to offer explicit, systematic, and sequential multisensory instruction in reading, while also learning about the science behind and interventions required for students with reading challenges including ELLs, dyslexia, and a variety of disabilities. (30 hr synchronous learning; 10 hours independent study)

#### **Classroom Management Bootcamp--Foundations of Effective Teaching**

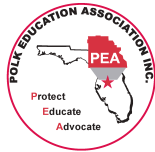
face-to-face: 6 hours (10 inservice points)

This course is designed to provide educators with the understanding of what research-based strategies effective teachers implement at the start of the school year. Participants will be able to take the strategies learned and apply them to their own classrooms. This course is targeted to first, second, and third-year teachers, but is open to all interested members. (6 hours synchronous, 4 hours independent study)

#### **Building Relationships in Your Classroom**

face-to-face: 6 hours (12 in-service points)

This course is designed to equip educators with the skills and knowledge to foster classroom community. This is accomplished through cultivating relationships with students, teaching students to build relationships with one another, facilitating student agency, and promoting collaboration in the classroom. (6 hours synchronous, 6 hours independent study)



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### **General Knowledge Exam Prep: Math**

online/face-to-face: 8 hours

This course offers a basic overview of the knowledge and skills addressed in the on the General Knowledge exam, specifically the math section. (synchronous learning)

### **General Knowledge Exam Prep: ELA**

online/face-to-face: 12 hours

This course offers a basic overview of the knowledge and skills addressed on the General Knowledge exam specifically the ELA (reading and writing) section. (synchronous learning)

### **PEA ParaPro Test Prep**

face-to-face: 6 hours (6 in-service points)

This course offers a basic overview of the skills and knowledge required to pass the ParaPro exam including reading, math, and writing. The course also walks participants through the test specifications and testing strategies to help them succeed on the exam.

### **Interacting with Students:Minimizing Unintended Consequences**

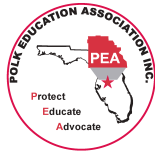
online/face-to-face: 12 hours

When students display unacceptable behavior, the expectation is that adults respond within the boundaries of established guidelines. That is not always the case, however, and an improper reaction can have serious consequences. It's even more troubling when the adult's actions are misinterpreted by the student or false accusations are made. This module raises the learners' awareness of their own triggers and recommends appropriate ways to handle students' misbehaviors in a manner that minimizes unintended consequences.

### **Rep School: Basic Training for Every Building Rep (AR)**

face-to-face: 6 hours (6 inservice points)

Welcome to your newly elected position as an Association Representative! We want to make sure that all of our reps have the best information as they work in our schools to help build membership, represent their colleagues, and organize members. Information provided includes the history of the unions and the labor movement, communication with school admin, Weingarten rights, etc. (6 hours synchronous)



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### **Teacher Toolbox Series:**

#### **TTS: Starting Strong: Day 1 Strategies for a Great Year**

face-to-face: 2 hours (4 points)

Based on AFT's renowned "Foundations of Effective Teaching" course, this class will provide tips, tools, activities, and best practices to help teachers meet students where they are at, start building relationships, and create a classroom community from day 1 (and throughout the first week)! Strategies include: Classroom Set-Up, Greeting Students, Icebreakers, Rules and Procedures, Building Relationships (2 hour synchronous learning, 2 hours independent study)

#### **TTS: Writing an Effective Referral**

face-to-face: 2 hours (4 points)

This quick, 2 hour course is designed to give teachers the strategies and knowledge to know when to write a referral, and what to include in order to ensure the most effective outcomes, including information on legislative changes that impact your rights as a teacher surrounding discipline reporting and follow-up. (2 hour synchronous learning, 2 hours independent study)

#### **TTS: IEPs and 504 Basic**

face-to-face: 2 hours (4 points)

Specific to Polk teachers and our reporting systems, learn how to read, follow, implement accommodations, and create (if your position includes this) an IEP and/or 504 plan to best serve our ESE/SWD students. (2 hour synchronous learning, 2 hours independent study)

#### **TTS: ESOL in Your Classroom**

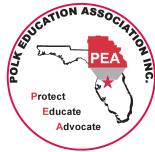
face-to-face: 2 hours (4 points)

In this quick, 2 hour course, teachers will learn strategies for the classroom to best serve our ESOL population as well as information on following accommodations, requirements by law, documentation, etc. (2 hour synchronous learning, 2 hours independent study)

#### **TTS: Grading: Objective, Equitable, and Manageable**

face-to-face: 2 hours (4 points)

This quick, 2 hour course offers teachers strategies for creating a standards-based grading and reporting system that allows for objectivity and equitability while also offering time management strategies to allow quick grade input and turnaround. (2 hour synchronous learning, 2 hours independent study)



## **Polk Education Association Professional Development Course Catalog**

### **TTS: Collaborative Learning Strategies: Students Helping Students**

face-to-face: 2 hours (4 points)

In this quick, 2 hour course, teachers will learn the importance of collaborative learning, walk through the use of a variety of collaborative structures, get advice on best-practices for collaborative learning, and leave with resources they can take back to their classrooms and use the next day! (2 hour synchronous learning, 2 hours independent study)

## **Other Programs Available**

### **Support Sessions/“For YOU Fridays”/”Support Saturdays”**

Support for new teachers, SAO creation, and more based on discussion and needs surveys, PEA is offering drop-in sessions where members can get free help on any aspect of their work (lesson planning, evaluation system, classroom management, Schoology, etc.). Members can show up at any point during the block to meet with other teachers and staff who can help, guide, or support on a variety of topics.

### **Educators Lending Library**

PEA offers a variety of educational books (classroom management, teaching strategies, exam prep, etc.) which are free to check out for members. Check Twitter, Facebook, Instagram, or come see what books are available (and feel free to suggest titles you would like to see).

### **Retirement Seminars**

PEA is pleased to partner with Security Benefit to offer sessions that detail social security and the Florida Retirement System for those educators thinking about, planning for, or looking forward to retirement!

### **District Collaboration**

Throughout the school year, PEA partners with PCPS to host, contribute, or participate in district events for new teachers, Paraprofessionals, ESPs, and individual schools to bring our educator-created, educator-led professional development into schools and offices throughout Polk.



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# 2024-2025 PD Calendar of Events

Register for our courses any time on our website calendar: <https://www.polkea.com/calendar>

*(please pay close attention to the date, time, and location of each course)*

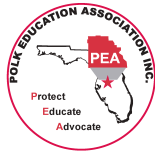
Day	Date	Time	Location	PD Offering
Saturday	August 3rd	12 pm - 4 pm	PEA Office (Bartow)	Welcome Back Bash & Rep Training
Monday	Aug 5th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Starting Strong: Day 1 Strategies for a Great Year
Saturday	August 10th	10 am - 4 pm	PEA Office (Bartow)	Classroom Management Bootcamp
Tuesdays	Aug 20th, Aug 27th, Sept 3rd, Sept 10th, Sept 17th, & Sept 24th	5:30 pm - 7:30 pm	Online (via Zoom)	ESE/SWD 20-Hour Course
Wednesday	August 21st	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: IEP & 504 Basics
Saturday	August 24th	10 am - 4 pm	PEA Office (Bartow)	PEA ParaPro Exam Prep
Wednesday	September 4th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Writing an Effective Referral
Friday	September 6th	2:30 pm - 7:30 pm	PEA Office (Bartow)	For YOU Friday: SAO Support Session
Saturday	September 7th	10 am - 4 pm	PEA Office (Bartow)	General Knowledge Exam Prep (Math)
Tue/Thur/Tue	September 10th, 12th, & 17th	5:30 pm - 7:30 pm	Online (via Zoom)	PEA ParaPro Exam Prep
Wednesday	September 11th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Grading: Objective, Equitable, and Manageable
Friday	September 13th	2:30 pm - 7:30 pm	PEA Office (Bartow)	For YOU Friday: SAO Support Session
Saturday	September 14th	10 am - 4 pm	PEA Office (Bartow)	General Knowledge Exam Prep (ELA)
Wednesday	September 18th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: ESOL Strategies for Your Classroom
Saturday	September 28th	10 am - 4 pm	PEA Office (Bartow)	Building Relationships in Your Classroom
Saturday	October 5th & 12th	10 am - 4 pm	PEA Office (Bartow)	PEA Reading K-12 Exam Review
Tue/Thur/Tue	October 8th, 10th, & 15th	5:30 pm - 7:30 pm	Online (via Zoom)	General Knowledge Exam Prep (ELA)
Wednesday	October 9th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Collaborative Learning Strategies: Students Helping Students
Saturdays	Oct 19th, Oct 26th, & Nov 2nd	10 am - 4 pm	PEA Office (Bartow)	ESE/SWD 20-Hour Course
Wednesday	October 23rd	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Peer Coaching Workshop (session 1 of 4)
Wed/Thur/Sat/ Sat/Mon/Tue/ Wed	November 6th, 7th, 9th, 16th, 18th, 19th, 20th	Weeknights 5 pm - 8 pm Saturdays 10 am - 4 pm	HYBRID PEA Office (Bartow)/ Zoom	Reading 40-Hour Requirement Course





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Monday	November 25th	10 am - 4 pm	Online (via Zoom)	General Knowledge Exam Prep (Math)
Wednesday	December 4th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Avoiding Burnout
Wednesday	December 11th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Peer Coaching Workshop (session 2 of 4)
Friday	January 10th	2:30 - 7:30 pm	PEA Office (Bartow)	For YOU Friday: SAO Support Session (Midyear Review/2nd Semester)
Tuesdays	January 14th, 21st, & 28th	5:30 pm - 7:30 pm	Online (via Zoom)	PEA ParaPro Exam Prep
Saturdays	Jan 18th, 25th, & Feb. 1st	10 am - 4 pm	PEA Office (Bartow)	ESE/SWD 20-Hour Course
Wednesday	January 22nd	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Collaborative Learning Strategies: Students Helping Students
Wednesday	January 29th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: IEP & 504 Basics
Wednesday	February 5th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Grading: Objective, Equitable, and Manageable
Saturday	February 8th	10 am - 4 pm	PEA Office (Bartow)	PEA ParaPro Exam Review
Wednesday	February 12th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Writing an Effective Referral
Wednesday	February 19th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: ESOL Strategies for Your Classroom
Saturday	February 22nd	10 am - 4 pm	PEA Office (Bartow)	Building Relationships in Your Classroom
Tue/Wed/Sat/ Sat/Mon/Tue/ Wed	February 25th, Feb 26th, March 1st, March 8th, March 10th, March 11th, & March 12th	Weeknights 5 pm - 8 pm Saturdays 10 am - 4 pm	HYBRID PEA Office (Bartow)/ Zoom	Reading 40-Hour Requirement Course
Wednesday	March 26th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Peer Coaching Workshop (session 3 of 4)
Tuesdays	April 1st, Apr 8th, Apr 15th, Apr 22nd, & Apr 29th	5:30 pm - 7:30 pm	Online (via Zoom)	ESE/SWD 20-Hour Course
Wednesday	April 2nd	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Avoiding Burnout
Wednesday	April 9th	5:30 pm - 7:30 pm	PEA Office (Bartow)	Teacher Toolbox Series: Peer Coaching Workshop (session 4 of 4)
Saturday	April 12th	10 am - 4 pm	Online (via Zoom)	General Knowledge Exam Prep (ELA)
Friday	April 25th	2:30 - 7:30 pm	PEA Office (Bartow)	For YOU Friday: SAO Support Session (Finalizing Your SAO)
Saturday	April 26th	10 am - 4 pm	PEA Office (Bartow)	General Knowledge Exam Prep (ELA)
Saturday	May 3rd	10 am - 4 pm	PEA Office (Bartow)	General Knowledge Exam Prep (Math)
Tue/Thur	May 6th & May 8th	5 pm - 8 pm	Online (via Zoom)	General Knowledge Exam Prep (Math)
Mon/Tue/Wed	June 9th, June 10th, & June 11th	10 am - 4 pm	PEA Office (Bartow)	ESE/SWD 20-Hour Course



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