

Welcome!

# Teachers & Special Service Providers New to Poudre School District

2011 – 2012 School Year

## Back-to-School Orientation

All teachers and special service providers new to PSD **must report** for duty at the Back-to-School Orientation. The superintendent's keynote address will begin promptly at 8:00 am; please do not be late.

**August 12, 2011, 8:00 am**

Fort Collins High School  
McNeal Auditorium (*NW corner of the school*)

At this time, **required trainings** and the **induction process** will be explained *-and-* you'll have a chance to check out the **PSD Information Fair** to learn more about resources available to you.

Please note that August 12, August 15, and August 16 are three additional paid work days provided only to Probationary 1 teachers and special service providers to help ensure a successful start to the school year. Attendance is required, and any variance must be **preapproved** by the principal/supervisor.



Lunch will be provided by the Poudre Education Association (PEA) beginning 11:45 am in the Fort Collins High School Student Commons area.

## Special Education (Integrated Services) Educators Training — Teachers & Special Service Providers

### Wednesday, August 10: Autism and ILS Teachers Training

Verbal Behavior/Applied Behavior Analysis (VB/ABA) Training—required for all new Autism and ILS Teachers.

8:00 am – 4:00 pm  
Johannsen Support Services Center Boardroom

### Thursday, August 11: Crisis Prevention Institute (CPI) Training— Licensed Staff Only

Required for all Itinerants, Ext & Mod Affective, Mod Cog, Autism, ILS teachers, and others as assigned by the Integrated Services Director Sarah Belleau.

8:00 am – 5:00 pm  
Johannsen Support Services Center Boardroom

### Friday, August 12: Report to Fort Collins High School with all new staff

8:00 am – 4:00 pm (Special Education Orientation after lunch)  
Fort Collins High School



POUDRE SCHOOL DISTRICT  
Johannsen Support Services Ctr.  
2407 LaPorte Avenue  
Fort Collins, CO 80521

## Important "To-Do's"

- Obtain Colorado Teaching License from CDE. Submit copy to Human Resources, JSSC. (*Note: this is taking 3-4 months.*)
- Submit payroll paperwork by **August 10** to receive paycheck on **August 31**.
- Attend a Benefits and Payroll Orientation Session. See page 3.
- Submit IT Request Form to your Building Technology Coordinator to activate your PSD email account.
- Return contract to Human Resources, JSSC, within 10 days of receipt.

## Inside...

Contracts and Licensure.....	2
HR, Benefits and Payroll.....	3
Frequently Asked Questions...	4
PEA Lunch.....	4
PSD Foundation Closet.....	4
Learn more about PSD.....	4
Inserts—Map and Calendar	

## For more information:

Call 970-490-3488 *-or-*

Check the PSD web site:

[www.psdschools.org](http://www.psdschools.org)