

School Office Support Staff PD Day – Wednesday, August 17, 2016

Large Isaac Orr Conference Room, The Chancery

910 Ninth Avenue – Marion Building

9:30 AM to 2:30 PM

PARKING: Please park in the Marion Building underground parking lot - P-1.

[Click here to register](#)

Intended Audience: For new school office personnel or returning office support staff for a refresher.
Please bring: 2016-2017 Faculty and Staff roster with employee contact information; school work emails.
Please bring laptop with Internet access. Our capacity for August 17th is 50 attendees.

Preliminary Agenda

9:30 Welcome, Prayer and OCS Introductions – Sandy Barton Smith

9:40 – 10:15 **Part I: Overview and Navigation of the OCS website** – Sandy Barton Smith

- *How to assist your school community to be in sync with the OCS.

- *Highlight communication tools, central calendaring and reports.

10:15 - 10:25 Break and networking time

10:30 - 11:30 **Part II: Overview and Access of MyDesk** – OCS Team

- *Access levels in various databases, roles and permissions, highlight specific features.

- *Provide “How-to” handouts to support school employees.

- *All OCS Forms: Specific forms available and when to best to use.

- *CSED and CSEP work time: Add/Edit employee information; Terminate employees.

11:30 - Noon: Lunch – Lunch will be provided for our guests

Noon - 1:30 p.m. **Part III: In-depth Practice and Worktime within Key Databases: AppliTrack and Aesop as aligned with Ultipro** – Krista Van Dyke and Sandy Smith

- *Updates policies, procedures and protocols for AESOP- Substitute Tracking software

- *Develop best practices to effectively manage both databases;

- *Define access levels and use this time to update and edit school personnel information.

- *Review AESOP and AppliTrack reporting features.

1:30 -2 PM **Part IV: School Office Role with Data Collection**

Fall Data Collection and Government Federal Title Programs – Kaitlyn O’Leary, Assistant Supt for Government Programs and Early Learning

2:00 to 2:30 p.m. -Fall - Spring Data Collection, NWEA - MAP Testing, and the Indices of Vitality Annual Reports – Sandy Smith

- *Share a variety of the upcoming data needs for the 2016-2017 school year.

- *Provide overview of the purpose of the Indices of Vitality annual reports and share best practices to support the accurate tracking of key data.

2:30 PM – **Evaluation, next steps and closing prayer**

OCS Team includes:

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