

Support Personnel Training Survey Results March 2009

# of Surveys Returned	676
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Position		
Bookkeeper		20
Clerical		35
Data Entry		17
Facilities/Maintenance		14
Food Services		18
Helping Teacher		49
Information Technology		23
Paraprofessional		216
Secretary		52
Teacher Aide		8
Transportation		4
Other (see separate detail)		220

Courses

Please *click* the boxes for the courses you are interested in completing during 2009-2010 to enhance job performance.

American Sign Language	232
Telephone Doctor	64

Anger Management	98
The Professional Secretary	124

ESOL for the Paraprofessional	88
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Outlook (E-mail)	97
Advanced Microsoft Word	137
Microsoft Access	130
Advanced Microsoft Publisher	112

Microsoft Excel	239
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Communication

Converstional Haitian-Creole	73
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Conversational Spanish	272
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General Topics

CPR	272
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First Aid	205
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Training for Existing Paraprofessionals

Intensive Reading for the Paraprofessional	140
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Intensive Training for the ESE Paraprofessional	137
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Technology

Microsoft Front Page	176
Microsoft Excel	224
Advanced Microsoft Access	73

Microsoft Word	152
Advanced Microsoft Excel	157
Microsoft Publisher	203

Online Courses

Microsoft PowerPoint	256
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Microsoft Word	179
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SPALC, Confidential, and Supervisory Technical Training Incentive Application

I am knowledgeable of the SPALC Stipend procedures and know how to access the required form.

Yes	369	55%
No	307	45%

PDMS (Professional Development Management System)

I have set up a PDMS account on the CSDC website and am comfortable with viewing and registering for courses on this online system.

Yes	505	75%
No	171	25%

Professional Development

Within the last year, I have participated in District-level professional development opportunities outside my regular work day.

Yes	281	42%
No	395	58%

What reason(s) prevented you from participating in professional development last year?
(Select all that apply)

The offerings did not meet my needs.	88	21%
The times were not convenient to my schedule.	186	44%
The locations were not convenient.	102	24%
I had other obligations or personal reasons.	203	49%
I was not aware of the available opportunities.	50	12%
I was not employed by the School District.	6	1%

What method do you prefer for your professional development? (Select one)

Online format with facilitator	160	24%
Traditional face-to-face workshop format	301	45%
Blended format (combination of face-to-face and online format)	206	30%
Other (see separate detail)	9	1%

When do you prefer to participate in professional development? (Select all that apply)

During work hours	347	51%
After regular work hours on weeknights	337	50%
On Saturday	117	17%
During summer	270	40%
During winter or spring break	86	13%
Other (see separate detail)	28	4%