

Intradistrict Communication

DATE: September 23, 2024

TO: Principals of Elementary Schools with Self-Contained Special Classrooms

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Melanie Dawson, Program Administrator of Behavior

SUBJECT: Mandt Training For SCSC Teachers and ESPs

In response to teacher and administrator requests, Mandt training is available this year to specific elementary schools with self-contained special classrooms (SCSCs) in the following areas: Social Emotional Behavior (SEB), Autism, Functional Academics (FA), and Academic Communication (AC).

All teachers, 35-hour ESPs, and 25-hour ESPs in these settings are encouraged to become Mandt certified. We are offering a 2-day training on Friday, Oct. 11th and Friday, Nov. 1st. **Please note, full-day participation is required on BOTH dates.** Registration is on Canvas Catalog, and the class will be capped based on room capacity requirements.

Dates	Times	Location	Registration
Friday, Oct. 11th AND Friday, Nov. 1st*	8:00-4:00	Oct. 11: South Hills Middle School Auditorium Nov. 1: Transportation Building	https://pd.jordandistrict.org/browse/special-ed/courses/mandt-certification-1011-111
*Mandt Certification requires 2 full days of training and learners MUST attend BOTH dates.			

The Special Education Department will cover the costs of substitutes for contract employees. Please use **budget code 1292**. Additionally, special education will pay ESPs for time that goes beyond their typically scheduled day. For example:

- 25 hours/week ESPs will claim their daily 5 hours on True Time and will be paid for up to 3 additional hours on a timesheet.
- 35 hours/week ESPs will be paid for their contracted daily 7 hours and will be paid for up to 1 additional hour on a timesheet.

Please note: Employees who are not able to attend both dates need to attend ASPEN training this year, and consider participating in Mandt next year.