



Professional Development Day
January 30th, 2026

Note: For O.E.C.T.A. members and Early Childhood Educators, this day will be utilized for continued work on assessment and evaluation, as well as report cards.

Time	Audience	Location	Topic/Details
Regular Hours	Non Union Staff Carestaff Departmental Clerical and Library Maintenance	Regular Locations	As assigned by supervisor
8:30 a.m. - 12:00 p.m. 12:45 p.m. - 3:00 p.m. Lunch and light refreshments will be provided. Staff travelling from the East and North will be excused by 2:15 p.m.	Clerical - ELEMENTARY AND SECONDARY SECRETARIES	MSJCEC Meeting room 5 2nd Floor above Special Ed Dept IT Department Entrance - Parking lot 100 Ontario Avenue (enter by MacDonald Avenue and Alworth Place) Sault Ste Marie Clerical training LINK	Training on: <ul style="list-style-type: none"> ● Ministry Guidelines <ul style="list-style-type: none"> ○ OSR, OST ○ OEN, OnSIS ● Student Registrations and School Transportation ● Attendance Processes and Best Practices <ul style="list-style-type: none"> ○ Specific for Elementary schools ○ Specific for Secondary schools ● Elementary Scheduling ● Aspen Reports and Monthly Processes ● School Year Start-up and School End of Year Roll Over processes Facilitated by: Ada Ambeault

9:00 a.m. - 12:00 pm	Educational Assistants	On-site virtual presentation	Google Read and Write Please have a laptop available to use
	9-10 am	Google Read and Write Session	Presenter: Chrissy Dewar, Assistive Technology Teacher
	10:00 -10:15	Break	
	10:15-11:00	Supporting Language Session (note- this is the same Google Meet Link as the first presentation)	Supporting Language Development Presenter: Anna Rendall, Communicative Disorders Assistant
	11:05- 12:00	Google link to follow: Attendance Link	Inputting Attendance in Easy Connect Presenter: Maria Chilelli, Human Resources Administrator
12:00 - 1:00 p.m.	LUNCH		
1:00 p.m. - 2:00 p.m.	Educational Assistants	Virtual Presentation Google Meet joining info Health and Safety presentation	Health and Safety Presentation Facilitated by Paul McDonald, Health and Safety Officer
2:00 - 2:15 p.m.		BREAK	
2:15 p.m. - 2:45 p.m.			Review safety plans and edit personal schedules