

MEMORANDUM

October 6, 2003
M018/03-04
305 995-1796

TO: Selected Principals

FROM: Will Gordillo, Administrative Director
Division of Exceptional Student Education



SUBJECT: **"USING COMPUTER-ASSISTED INSTRUCTION TO INCREASE ACTIVE STUDENT RESPONDING" PROFESSIONAL STAFF DEVELOPMENT FOR ELEMENTARY SCHOOL TEACHERS SERVING STUDENTS IN PROGRAMS FOR EMOTIONALLY HANDICAPPED (EH) AND SEVERELY EMOTIONALLY DISTURBED (SED)**

DATES:	October 27, 2003 November 13, 2003
TIME:	8:30 A.M. – 3:30 P.M.
LOCATION:	Robert Morgan Educational Center 18180 SW 122 nd Avenue
TELEPHONE:	305 253-9920

The Division of Exceptional Student Education is pleased to offer a **two-day** "Computer -Assisted Instruction" professional development workshop for **elementary school** teachers serving students in programs for EH and SED only. Please encourage EH/SED teachers at your school **who have not previously attended this workshop** to participate.

This hands-on workshop is designed to develop skills in computer-assisted instruction to increase active student responding. Teachers will learn three computer programs, **Kidspiration, Inspiration** and **Timeliner** that can be used across a variety of curricular areas. They will also identify numerous low-tech devices that can be used to support instruction. Upon returning to their school sites, teachers will be required to develop and deliver lessons to their students using the software, and **provide examples of these demonstration lessons to the instructor, on the last day of the workshop.**

Registration is limited to the first **30 participants**, and will be handled on a first to register basis with a limit of one teacher from each program (EH/SED). Participants **must attend both days** to receive a total of **twelve** Master Plan Points (MPPs). Training will begin promptly at 8:30 a.m. Please arrive a few minutes earlier for registration. When entering the school, please **park in the West Parking Lot.**

For registration, please contact Ms. Lizzette Lozano, Senior Secretary, at 305 995-1806, **no later than October 17, 2003. You must speak to Ms. Lozano directly in order to register.** Please do not leave voice-mail messages, since this will not serve as a confirmation. The funding structure will be given to the teachers on the first day of the workshop. **Funds for substitute teachers will be provided for one EH/SED teacher from each school site.**

Your cooperation in facilitating this process will be greatly appreciated. If you have any questions regarding the content of this memo, please contact Ms. Pamela G. Perez, Educational Specialist, Division of Exceptional Student Education, at 305 995-2701, or e-mail pperez@sbab.dade.k12.fl.us.

WG/II

xc: Ms. Willa S. Young
Ms. Brucie Ball
Selected ACCESS Center Assistant Superintendent
Selected ACCESS Center Directors
ESE Administrative Directors

ESE Executive Directors
Mr. Antonio Martinez
Ms. Robin J. Morrison
Ms. Pamela G. Perez

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 Division of Exceptional Student Education
 Mr. Will Gordillo, Administrative Director

**“USING COMPUTER-ASSISTED INSTRUCTION TO INCREASE ACTIVE STUDENT RESPONDING”
 PROFESSIONAL STAFF DEVELOPMENT FOR ELEMENTARY SCHOOL TEACHERS SERVING
 STUDENTS IN PROGRAMS FOR EMOTIONALLY HANDICAPPED (EH)
 AND SEVERELY EMOTIONALLY DISTURBED (SED)**

Principals from the following schools will receive this memo:

ACCESS CENTER I	ACCESS CENTER II
John G. Dupuis Elementary	Fienberg/Fisher Elementary
North County Elementary	Madie Ives Elementary
North Glade Elementary	Linda Lentin Elementary
North Hialeah Elementary	Natural Bridge Elementary
Ben Sheppard Elementary	Parkview Elementary
	Scott Lake Elementary
ACCESS CENTER III	ACCESS CENTER IV
Banyan Elementary	Lenora B. Smith/Allaphattah Elementary
Benjamin Franklin Elementary	Morningside Elementary
Miami Park Elementary	Santa Clara Elementary
Orchard Villa Elementary	Silver Bluff Elementary
Rockway Elementary	Sunset Elementary
	F.S. Tucker Elementary
ACCESS CENTER V	ACCESS CENTER VI
Flagami Elementary	Campbell Drive Elementary
Howard Drive Elementary	Dr. W.A. Chapman Elementary
Zora Neale Hurston Elementary	Florida City Elementary
Ludlam Elementary	Kendale Lakes Elementary
Palmetto Elementary	Miami Heights Elementary
Royal Green Elementary	I & B Peskoe Elementary
Vineland Elementary	Pine Lake Elementary
	Laura C. Saunders Elementary
	South Miami Heights Elementary
	West Homestead Elementary
	Whispering Pines Elementary
SPECIALIZED EDUCATIONAL CENTERS	
SED Outreach	