



# PROFESSIONAL DEVELOPMENT FOR ALL OF US

## Association and Other Resources for Meeting Our Professional Development Needs

### ESP Technology Grants

NEA ESP technology grants are awarded to educational support professional Associations (not to individual members) to help them use the ESP Information System and other online resources to carry out NEA's strategic focus. Awards range from \$250 to \$3,500. The application process is open to all local associations that have not received an ESP technology grant in the past three years.

[www.nea.org/esp/espnea/howtoapp.htm](http://www.nea.org/esp/espnea/howtoapp.htm).

### NEA Foundation Grants

The National Foundation for the Improvement of Education (NFIE) offers two grants: Innovation Grants or Learning and Leadership Grants. Innovation Grants provide an opportunity for education support professionals, teachers, and higher education faculty to develop and implement programs that significantly improve student learning. Learning and Leadership Grants provide funds for professional development. Grant amounts range from \$1,000 to \$3,000.

[www.nfie.org](http://www.nfie.org).

### ESP Conference

This yearly NEA Education Support Professionals (ESP) Conference is designed to help NEA ESP members enhance their ability to impact student

achievement, build strong internal and external relationships and organizing skills, and provide opportunities for professional development. It is held in March. For more information, call the Education Support Professionals Quality Program at (202)822-7131.

### *Education Support Professionals: Working Together to Improve Schools.*

This handbook reviews some of the key ideas that guide efforts to improve education. It shows how ESP can be, and in many places already are, part of a total team effort to achieve educational excellence.

[www.nea.org/esp/home/nearesources/improve.html](http://www.nea.org/esp/home/nearesources/improve.html)

### *Results-Oriented Job Descriptions.*

This brochure describes a new approach to job descriptions for Educational Support Professionals.

[www.nea.org/esp/resource/rojobdes.htm](http://www.nea.org/esp/resource/rojobdes.htm)

### *Educational Support Professionals: A Quality Workforce*

analyzes state and Federal licensing, certification, and training mandates for ESP.

*Educational Support Professionals: Working Together to Improve Schools* shows how ESPs are part of a total team effort to achieve educational excellence.

[www.nea.org/esp/resource/quality1.htm](http://www.nea.org/esp/resource/quality1.htm)

| Topic  | Possible External Partners and Resources   | Association Resources   |
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| <p><b>Health issues</b></p> <ul style="list-style-type: none"> <li>• Indoor air quality</li> <li>• Asbestos</li> <li>• Repetitive motion syndrome</li> <li>• Bloodborne pathogens</li> <li>• Ergonomics</li> <li>• Safe work environment and procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Red Cross</li> <li>• State OSHA</li> <li>• Local and state health departments</li> <li>• Local hospitals</li> </ul>   | <ul style="list-style-type: none"> <li>• NEA Health Information Network publications (HIN)</li> <li>• EPA/NEA Tools for Schools Kit</li> <li>• State association legal services</li> </ul>  |
| <p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• Listening</li> <li>• Sending and receiving messages</li> </ul>   | <ul style="list-style-type: none"> <li>• Local electronic and print media</li> <li>• Higher education facilities</li> <li>• Civic, service, religious and social organizations</li> </ul>                      | <ul style="list-style-type: none"> <li>• State association communication departments</li> <li>• NEA Vital Link programs</li> <li>• Members who teach high school</li> </ul>   |
| <p><b>Enhancing the Home-School connection</b></p>   | <ul style="list-style-type: none"> <li>• PTA or PTO</li> <li>• School district community liaisons</li> <li>• School board</li> <li>• Civic, service, religious and social organizations</li> </ul>             | <ul style="list-style-type: none"> <li>• Mega Skills Program</li> <li>• NEA Family-School-Community Partnership</li> <li>• Members who are parent liaisons, guidance counselors, social workers</li> </ul>  |
| <p><b>Diversity</b>, including ethnic, class, gender, English language learners, and communication styles issues</p>   | <ul style="list-style-type: none"> <li>• State department of education</li> <li>• School district policies and personnel</li> <li>• Higher education</li> <li>• Local advocacy and education groups</li> </ul> | <ul style="list-style-type: none"> <li>• NEA Human and Civil Rights programs on gender equity or diversity</li> <li>• State association legal services</li> </ul>   |
| <p><b>Personal and professional development and advocacy skills</b></p> <ul style="list-style-type: none"> <li>• Team building</li> <li>• Stress management</li> <li>• Conflict management</li> <li>• Leadership skills</li> <li>• Professional ethics</li> <li>• Time management</li> <li>• Dealing with difficult people</li> <li>• Assertiveness</li> </ul> | <ul style="list-style-type: none"> <li>• Higher education facilities</li> <li>• Mental health providers</li> <li>• Employee wellness and assistance programs</li> <li>• Private providers</li> </ul>           | <ul style="list-style-type: none"> <li>• Women’s Leadership Training Program</li> <li>• State association UniServ department</li> <li>• Local associations</li> <li>• Members who are guidance counselors, school psychologist, social workers</li> </ul> |

| Topic  | Possible External Partners and Resources   | Association Resources  |
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| <p><b>Legal rights and responsibilities of employees</b></p> <ul style="list-style-type: none"> <li>• Sexual harassment</li> <li>• Family and Medical Leave Act</li> <li>• Recognizing and reporting child abuse</li> <li>• Americans with Disabilities Act</li> </ul> | <ul style="list-style-type: none"> <li>• U.S. Department of Labor regional office</li> <li>• State children’s services department</li> <li>• Child advocates</li> <li>• State department of education</li> </ul>   | <ul style="list-style-type: none"> <li>• NEA Educators Employment Liability policy</li> <li>• State association legal department</li> </ul>  |
| <p><b>Students’ Legal Rights,</b> including IDEA, ESEA, ADA</p>  | <ul style="list-style-type: none"> <li>• Disability advocacy groups</li> <li>• State department of education</li> <li>• Other education stakeholders, school board policies</li> </ul>   | <ul style="list-style-type: none"> <li>• NEA IDEA cadre NEA and state association ESEA programs</li> <li>• State association legal services</li> </ul>   |
| <p><b>Student discipline,</b> including issues about student-to-student sexual harassment and bullying</p>   | <ul style="list-style-type: none"> <li>• Student handbooks</li> <li>• School board policies and programs</li> <li>• State laws and regulations</li> <li>• Local law enforcement and justice or religious organizations</li> <li>• Student mentoring programs</li> <li>• Lee Canter programs</li> </ul> | <ul style="list-style-type: none"> <li>• Members with expertise in conflict resolution</li> <li>• Peer mediation</li> <li>• NEA Teaching Guides: <i>Flirting or Hurting, Bully Proof, Quit It!</i></li> </ul>          |
| <p><b>Personal and Professional Financial Skills:</b> stretching your budget, understanding your pay stub, dealing with credit, preparing for retirement</p>   | <ul style="list-style-type: none"> <li>• State pension systems</li> <li>• Non-profit consumer counseling organizations</li> <li>• School district personnel and business staff</li> </ul>  | <ul style="list-style-type: none"> <li>• NEA Member Benefits</li> <li>• Endorsed providers</li> <li>• Local association</li> </ul>   |
| <p><b>School safety and security,</b> including threat assessment, crisis preparedness and response, natural disasters</p>   | <ul style="list-style-type: none"> <li>• School board policies and administration</li> <li>• Law enforcement, justice system, weather bureau</li> </ul>  | <ul style="list-style-type: none"> <li>• NEA safe schools publications</li> <li>• Local association</li> <li>• State association</li> </ul>  |
| <p><b>Overview of district school improvement initiatives</b></p>  | <ul style="list-style-type: none"> <li>• School administration</li> <li>• Higher education facilities</li> </ul>   | <ul style="list-style-type: none"> <li>• Local and state associations</li> <li>• Members with school improvement expertise</li> </ul>  |
| <p><b>Technology,</b> including appropriate use, using technology to enhance career, school district specific</p>  | <ul style="list-style-type: none"> <li>• School system personnel higher education</li> <li>• Business partners, students</li> </ul>  | <ul style="list-style-type: none"> <li>• Members with technology expertise</li> <li>• State association technology services</li> <li>• NEA IT and Education Support Professionals Information System (EPIS)</li> </ul> |
| <p><b>Wage and hour regulations</b></p>  | <ul style="list-style-type: none"> <li>• U.S. Department of Labor regional and local offices</li> </ul>  | <ul style="list-style-type: none"> <li>• State association legal services</li> </ul>   |