



Phoenix Training–New Staff

JULY 2023

Phoenix is the online application used by Special School District to complete special education paperwork. Training is provided for new teachers, evaluation chairs, and related services staff. This training is required.

Please refer to the information below regarding types of training available and for which training to register dependent on your position. *Note that Speech-Language Pathologists are required to attend two trainings (Phoenix IEP Chair Training – New Teachers and SLPs, and Phoenix Evaluation Chair Training – New Speech-Language Pathologists). The IEP Chair Training should be completed first as the basics will not be covered in the Evaluation Chair Training.*

IEP Chairs

- * Register for **Phoenix IEP Chair Training – New Teachers and SLPs**
- * This training is for new staff who will be IEP Chairs. This is typically, but not limited to, Special Education Teachers and Speech-Language Pathologists
- * Contact your SSD Administrator with Special Education Process questions
- * Ensure you can sign into your SSD laptop and log into Phoenix prior to training; if you cannot log in, contact Technology Services at 314-989-8686 for assistance

Speech-Language Pathologists

- * Register for **Phoenix IEP Chair Training – New Teachers and SLPs**
 - o *Note: IEP Chair Training must be completed prior to attending Evaluation Chair Training*
- * Register for **Phoenix Evaluation Chair Training – New Speech-Language Pathologists**
- * Contact your Effective Practice Specialist with Special Education Process questions

School Psychologists

- * Register for **Phoenix Evaluation Chair Training – New School Psychologists**
- * Contact your Effective Practice Specialist with Special Education Process questions

Related Services Staff (ABA, APE, AT, MT, OT, PT, and Social Work)

- * Training will be provided by your Effective Practice Specialist or SSD Administrator unless directed otherwise
- * Contact your Effective Practice Specialist or SSD Administrator with Special Education Process questions

IEP Chair training sessions before August 22nd are half-day. After that date, the sessions are full day. Evaluation Chair training for Speech-Language Pathologists are half-day. All School Psychologist Evaluation Chair trainings are full-day.

Training sessions begin on time. Please plan to arrive early to allow for traffic and time to park. Late arrivals may be asked to attend a different session.

Important: *Coordinate your schedule with your supervisor prior to registering for training.*

Registration for Phoenix training will occur in KickUp using the following web address:

<https://pulse.kickup.co/accounts/login/> through SSD Life>SSD Portal>Classes and Workshops, or using the QR codes on the following pages.

For assistance using KickUp please contact the Registration Desk at 314-989-7807.

For more information about Phoenix training please contact:

Tracy Turner (Evaluation Chair training)

SEIMS Facilitator

314-989-8586

tturner@ssdmo.org

Mary Spires (IEP Chair training)

SEIMS Facilitator

314-989-8558

mspires@ssdmo.org

Phoenix IEP Chair Training – New Teachers

IEP Chairs

This training includes Basic Navigation, IEP, and the Reevaluation Process



DATE	DAY	TIME	LOCATION
August 7, 2023	Monday	7:30 – 12:00	SSD Central Office Room 55
August 8, 2023	Tuesday	7:30 – 12:00	SSD Central Office Room 55
August 9, 2023	Wednesday	8:00 – 12:30	The Learning Center Room 323
August 10, 2023	Thursday	8:00 – 12:30	The Learning Center Room 326
August 11, 2023	Friday	7:30 – 12:00	SSD Central Office Room 55
August 14, 2023	Monday	7:30 – 12:00	SSD Central Office Room 55
August 15, 2023	Tuesday	8:00 – 12:30	The Learning Center Room 323
August 16, 2023, (EC only) *	Wednesday	8:00 – 12:30	The Learning Center Room 326
August 17, 2023	Thursday	8:00 – 12:30	The Learning Center Room 327
August 31, 2023	Thursday	8:00 – 3:30	The Learning Center Room 325
September 6, 2023	Wednesday	8:00 – 3:30	SSD Central Office Room 55
September 8, 2023	Friday	8:00 – 3:30	SSD Central Office Room 55
September 20, 2023	Wednesday	8:00 – 3:30	SSD Central Office Room 55
October 5, 2023	Thursday	8:00 – 3:30	SSD Central Office Room 55
November 15, 2023	Wednesday	8:00 – 3:30	The Learning Center Room 327
December 6, 2023	Wednesday	8:00 – 3:30	SSD Central Office Room 55
January 11, 2024	Thursday	8:00 – 3:30	SSD Central Office Room 55
February 7, 2024	Wednesday	8:00 – 3:30	SSD Central Office Room 55
March 6, 2024	Wednesday	8:00 – 3:30	SSD Central Office Room 55
April 10, 2024	Wednesday	8:00 – 3:30	SSD Central Office Room 55

* This session is for new Early Childhood teachers and SLPs only.

Phoenix Evaluation Chair Training – New Speech-Language Pathologists



This training includes Initial Evaluations, Corrections, Reevaluations and Transfer, & Exits

Reminder: Phoenix IEP Chair Training-New Teachers is a prerequisite for this training

DATE	DAY	TIME	LOCATION
August 9, 2023	Wednesday	8:30 – 12:30	SSD Central Office Room 55
August 10, 2023	Thursday	8:30 – 12:30	SSD Central Office Room 55
August 17, 2023	Wednesday	8:30 – 12:30	SSD Central Office Room 55
August 29, 2023	Tuesday	8:30 – 12:30	SSD Central Office Room 55

To arrange training after August 29, 2023, please contact Tracy Turner, 314-989-8586, tturner@ssdmo.org

Phoenix Evaluation Chair Training – New School Psychologists



This training includes Basic Navigation, Initial Evaluations, Corrections, Reevaluations and Transfer, & Exits

DATE	DAY	TIME	LOCATION
August 16, 2023	Wednesday	8:30 – 3:30	SSD Central Office Room 55

Information regarding other training sessions will be provided by your School Psychology Effective Practice Specialist.

Phoenix Training – Related Services Staff

ABA, APE, AT, MT, OT, PT, and Social Work

This training includes Basic Navigation, IEP, and Reevaluation with Assessment Process

Please contact your Effective Practice Specialist or Area Coordinator for Related Services specific training.