

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

Saint John, IN 46373
Fax: (219) 365-6406



Lawrence Veracco, Ph.D
Superintendent

Al Gandolfi
Assistant Superintendent

Theresa Schoon
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

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To: Substitute Teacher and/or Paraprofessional Candidates:

The Lake Central School Corporation requires new substitute teachers and paraprofessionals to complete Global Compliance Network tutorials prior to their first day of employment. The required tutorials are listed below. The link to access the tutorials is: <http://site.gcntraining.com>. Please click on **Login to View Training**. You will need to click on **New User**. The organization ID that you will use is **lakecentral** (one word). Please indicate what you would like your preferred personal ID to be.

Required tutorials for Substitutes:

1. A Guide for Substitute Teachers – 17 min.
2. Confidentiality – 14 min.
3. Diversity for Employees – 14 min.
4. Ethics and Boundaries for Emp. – 21 min.
5. Professionalism – 13 min.

Required tutorials for Paraprofessionals:

1. Autism – 23 min.
2. Behavioral Intervention for Students with Disabilities – 15 min.
3. Confidentiality – 14 min.
4. Diversity for Employees – 14 min.
5. Ethics and Boundaries for Emp. – 21 min.
6. Professionalism – 13 min.

You may contact our office when you have completed the tutorials. We will be able to access the completion records through the Global Compliance Network site. The tutorials need to be completed on your home computer, or if one is not available, you may schedule a time with our office to complete the tutorials at Central Office.

If you have any questions, please feel free to contact me at 558-2710 or my assistant Kathy Pedersen at 558-2788.

Sincerely,

Al Gandolfi
Assistant Superintendent