

REQUIRED STAFF TRAINING

| TRAINING REQUIREMENT | FREQUENCY | | | | STAFF | | | | | | | | | | | | | | |
|--|-------------|--------------|------------------------------|--------|------------------|----------------------|------------|----------|--------|------|-------------|------------|--------------|----------------------|--------------------------------|---------------------------------------|-----------------------|-------------------------------|---|
| | 1st 90 Days | 1st 180 Days | 1 st 18-24 Months | Yearly | All Center Staff | Residential Advisors | Recreation | Security | Safety | Food | Maintenance | Counselors | Health Staff | Academic Instructors | TABE Administrator and Back-up | Career Technical Training Instructors | Admissions Counselors | Career Transition Specialists | |
| <u>New Staff Orientation</u> | | | | | | | | | | | | | | | | | | | |
| • JC organization, purpose, policies, and outcomes | X | | | | X | | | | | | | | | | | | | X | X |
| • Student characteristics and profile | X | | | | X | | | | | | | | | | | | | X | X |
| • Student Conduct System and Zero Tolerance Policy | X | | | | X | | | | | | | | | | | | | X | X |
| • Diversity Training | X | | | | X | | | | | | | | | | | | | X | X |
| • EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti-Bullying Policies, Code of Conduct and Ethics | X | | | X | X | | | | | | | | | | | | | X | X |
| • Performance expectations | X | | | | X | | | | | | | | | | | | | X | X |
| • Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior | X | | | | X | | | | | | | | | | | | | | |
| • CPR/First Aid | X | | | | X | | | | | | | | | | | | | | |
| • HIV/AIDS | X | | | | X | | | | | | | | | | | | | | |
| • Alcohol and Other Drugs of Abuse | X | | | | X | | | | | | | | | | | | | X | X |
| • Department-Specific Orientation, including: — Duties and responsibilities — Safety/emergency procedures | X | | | | X | | | | | | | | | | | | | | |
| • Relationships with other departments | X | | | | X | | | | | | | | | | | | | | |
| • Hazardous materials recognition | X | | | | X | | | | | | | | | | | | | | |
| • CDSS | X | | | | X | | | | | | | | | | | | | | |
| • HIPAA | X | | | X | X | | | | | | | | | | | | | X | X |
| • Crisis Intervention | X | | | X | X | | | | | | | | | | | | | | |
| • Reasonable Accommodation | X | | | X | X | | | | | | | | | | | | | | |
| Adolescent Growth and Development (5 hours) | | | | X | X | | | | | | | | | | | | | | |
| Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors | | | | X | X | | | | | | | | | | | | | | |
| Safety Awareness Training (2 hours) | | | | X | X | | | | | | | | | | | | | | |

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| CPR/First Aid (as needed for recertification) | | | | X | X | | | | | | | | | | | | | | |
| Disability Program or Disability-related topic | | | | X | X | | | | | | | | | | | | | | |
| SafetyNet Toolkit | | | | X | X | | | | | | | | | | | | | | |
| Nutrition, Exercise, and Weight Management | | | | X | X | | | | | | | | | | | | | | |
| Professional Development (5 hours) | | | | X | X | | | | | | | | | | | | X | X | |
| Bloodborne Pathogens | | X | | X | X | | | | | | | | | | | | | | |
| Incident Report Writing | | X | | | X | | | | | | | | | | | | | | |
| Environmental Health <ul style="list-style-type: none"> • Air quality and environmental noise • Housing sanitation and safety • Swimming pools and recreational facilities • Disaster sanitation • Zoonoses, vectors, pests, and weeds • Wastewater • Solid and hazardous waste | | X | | | X | | | | | | | | | | | | | | |
| Small Group Facilitation Skills | | | | | | X | | | X | | | X | | | | | | | |
| Water Safety/Recreation Safety | | | | | X | | | | | | | | | | | | | | |
| Proper Restraint Procedures | X | | | | | | | X | | | | | | | | | | | |
| Treatment Guidelines for Health Staff | X | | | | | | | | | | | | X | | | | | | |
| Asbestos Identification and Handling (competent person) (if applicable) | X | | | X | | | | | X | | X | | | | | X | | | |
| Asbestos Awareness (if applicable) | | X | | | X | | | | | | | | | | | | | | |
| Lead Based Paint Identification and Handling (competent person) (if applicable) | X | | | X | | | | | X | | X | | | | | X | | | |

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| Lead Based Paint Awareness (if applicable) | | X | | | X | | | | | | | | | | | | | | |
| Symptomatic Management Guidelines for Non-health Staff | X | | | X | X | | | | | | | | | | | | | | |
| Interview Techniques | | | | X | | | | | | | | | | | | | X | X | |
| Eligibility Criteria | | | | X | | | | | | | | | | | | | X | | |
| Job Development | | | | X | | | | | | | | | | | | | | | X |
| Technology Training | | | | X | | X | X | | | | | X | | | | | | | |
| Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) * | | X | | | | | | | X | | | | | | | | | | |
| Fire Protection and Life Safety Course * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Machine Guarding Course * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Basic Electrical Course * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Construction Standards Course * ¹ | | | X | | | | | | X | | | | | | | | | | |
| General Industry Standards Course * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Introduction to Industrial Hygiene* ¹ | | | X | | | | | | X | | | | | | | | | | |
| Principles of Scaffolding * ¹ <ul style="list-style-type: none"> • 20 hours for safety officers • 32 hours for instructors using scaffolding | | | X | | | | | | X | | | | | | | X | | | |
| Hazard Communication* ¹ | | | X | | | | | | X | | | | | | | | | | |
| Welding* ¹ (if applicable) | | | X | | | | | | X | | | | | | | | | | |
| Lockout/Tagout * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Occupational Noise/Hearing Conservation * ¹ | | | X | | | | | | X | | | | | | | | | | |
| Confined Space Entry * ¹ (if applicable) | | | X | | | | | | X | | | | | | | | | | |

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| Instructor Professional Development <ul style="list-style-type: none"> • Knowledge of academic, vocational, and social concepts and subject matter • Meeting challenging learning standards • Classroom management • Using educational research to improve skills of teachers • Using eLearning • Methods of teaching students with special needs • Using data and assessments to better address student needs | | | | X | | | | | | | | | | X | | X | | |
| Tests of Adult Basic Education (TABE) Administration and Use of Student Testing System (STS) | X | | | X | | | | | | | | | | | X | | | |

*Course requirement established by OSHA.

¹ Courses that are included in safety officer’s professional development plan must be completed within the first 18-24 months of initial assignment.