

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
• Department-Specific Orientation, including: — Duties and responsibilities — Safety/emergency procedures	X				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														
• Disability Program	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														
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			
Lead Based Paint Awareness (if applicable)		X			X														

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Symptomatic Management Guidelines for Nonhealth 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										
Instructor Professional Development				X										X		X			

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<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 																			
Tests of Adult Basic Education (TABE) Administration and Use of Student Testing System (STS)	X			X											X				

*Course requirement established by OSHA.

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