

**REQUIRED STAFF TRAINING**

TRAINING REQUIREMENT	FREQUENCY				STAFF														
	1st 90 Days	1st 180 Days	1 <sup>st</sup> 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	
<b><u>New Staff Orientation</u></b>																			
• 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"> <li>• Air quality and environmental noise</li> <li>• Housing sanitation and safety</li> <li>• Swimming pools and recreational facilities</li> <li>• Disaster sanitation</li> <li>• Zoonoses, vectors, pests, and weeds</li> <li>• Wastewater</li> <li>• Solid and hazardous waste</li> </ul>		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 * <sup>1</sup>			X						X										
Machine Guarding Course * <sup>1</sup>			X						X										
Basic Electrical Course * <sup>1</sup>			X						X										
Construction Standards Course * <sup>1</sup>			X						X										
General Industry Standards Course * <sup>1</sup>			X						X										
Introduction to Industrial Hygiene* <sup>1</sup>			X						X										
Principles of Scaffolding * <sup>1</sup> <ul style="list-style-type: none"> <li>• 20 hours for safety officers</li> <li>• 32 hours for instructors using scaffolding</li> </ul>			X						X							X			
Hazard Communication* <sup>1</sup>			X						X										
Welding* <sup>1</sup> (if applicable)			X						X										
Lockout/Tagout * <sup>1</sup>			X						X										
Occupational Noise/Hearing Conservation * <sup>1</sup>			X						X										
Confined Space Entry * <sup>1</sup> (if applicable)			X						X										
Instructor Professional Development				X										X		X			

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

\*Course requirement established by OSHA.

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