

5.3 STAFF TRAINING

PURPOSE

- P1. To ensure staff acquire and maintain the skills necessary to perform their job duties and responsibilities and serve as role models for students.
- P2. To allow staff the opportunity for professional growth and upward mobility.

REQUIREMENTS

R1. Staff Training Plan

Centers and OA/CTS contractors shall:

- a. Submit for approval by the regional office an annual staff training plan.
- b. Include, at a minimum, the topics and frequencies specified in Exhibit 5-4 (Required Staff Training).
- c. Submit a professional development plan for all staff on waivers.

R2. Staff Training Content

Centers shall include, at a minimum, the following:

- a. Five hours of annual training in adolescent growth and development for all staff. Topics could include: effective communications, anger management, intervention techniques, sexuality, and suicide prevention.
- b. An additional 5-hours of annual training designed to enhance each employee's professional development. Such training may include professional seminars, conferences, and classroom training provided on or off center, in-service training, and technology skills training.

R3. Documentation

Centers and OA/CTS contractors shall maintain up-to-date records of training completed by each employee.

QUALITY INDICATOR(S)

- Q1. Staff demonstrate the knowledge and skills necessary to perform their job functions (duties).
- Q2. Staff interact appropriately with students and serve as positive role models for students and other staff.