

**REQUIRED STAFF TRAINING**

TRAINING REQUIREMENT	FREQUENCY			STAFF													
	1st 90 Days	1st 180 Days	Yearly	All Center Staff	Residential Advisors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff	Academic Instructors	TABE Administrator and Back-up	Vocational 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, 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													
• Nonhealth Standing Orders	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													
• Privacy Rule	X			X								X					
Adolescent Growth and Development (5 hours)			X	X													
Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors			X	X													
Safety (1 hour)			X	X													
CPR/First Aid (as needed for certification)			X	X													

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Professional Development (5 hours)			X	X												X	X
Bloodborne Pathogens		X	X	X													
Incident Report Writing		X		X													
Disability Program			X	X													
Environmental Health		X			X		X		X								
Small Group Facilitation Skills					X						X						
Water Safety						X											
Health Standing Orders	X											X					
Asbestos Identification and Handling	X									X							
Nonhealth Standing Orders	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 #601)*									X								
Fire Protection and Line Safety Course (OSHA #207A)*								X									
Machine Guarding Course (OSHA #204A)*								X									
Basic Electrical Course (OSHA #203)*								X									
Construction Standards Course (OSHA #200A)*								X									
Introduction to Industrial Hygiene (OSHA #121A)*								X									

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Principles of Scaffolding (OSHA #308)* <ul style="list-style-type: none"> <li>• 20 hours for safety officers</li> <li>• 32 hours for instructors using scaffolding</li> </ul>								X							X		
Hazard Communication*								X									
Welding*								X									
Instructor Professional Development <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>			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.