

Clerks Staff Development Schedule 2016-2017

Date	Time	Location	Topic	Hours	Presenter
8/10 & 11	Varied	Schools	SafeSchools Training	9.16	SafeSchools
8/12	TBD	Schools	Policies, school rules, procedures	2	Principals
Before 8/15	Varied	Schools	*FERPA: Confidentiality of Records	18 min	SafeSchools
Before 12/23	Outside Work Hours	Substitute for day off on December 23	SafeSchools Training See listed classes	7	SafeSchools
			Total Hours Offered	18.34	

*FERPA is a Required Class

Clerk SafeSchools classes on August 10 and 11, 2016

Topics	Minutes
Sexual Harassment: Staff to Staff-Refresher	15
School Violence: Identifying & Addressing	55
Active Shooter: Staff	41
Crisis Response and Recovery	20
Managing the Aftermath of Tragedy: Staff	25
Discrimination: Avoiding Discriminatory Practices	23
Slips, Trips & Falls: Complete	37
Bloodborne Pathogens Exposure Prevention: Complete	30
Youth Suicide: Jason Flatt Act	120
CIPA: Compliance w/the Childrens Internet Protection Act	20
Online Safety: What Every Educator Needs to Know	29
School Intruders	14
Child Abuse: Mandatory Reporting	60
Online Safety: Cyberbullying	21
Homeless Students: Awareness & Understanding	20
Workplace Bullying: Awareness & Prevention	20
Total Minutes	550

Clerks SafeSchools classes before December 23, 2016

Topics	Minutes
Family Reunification	20
Back Injury & Lifting: Complete	20
Fall Protection	23
Office Ergonomics	20
Automated External Defibrillators (AED)	18
Cardiopulmonary Resuscitation (CPR)	15
First Aid	33
Head Lice	8
Health Emergencies: Overview	25
HIV/AIDS Awareness	15
Stress Management	29
Conflict Management: Managing the Angry Parent	28
Conflict Management: Staff to Staff	20
Drug Free Workplace	22
General Ethics in the Workplace	24
Sensitivity Awareness	26
Copyright Infringement	30
Safety Basics for Security Staff	25
Visual Weapons Screening	20
Total Minutes	421