

Central Office Secretary Staff Development Schedule 2016-2017

Date	Time	Location	Topic	Hours	Presenter
7/1	Varied	Central Office	*FERPA: Confidentiality of Records F.C. Policies	1	Safeschools
Before 12/23	Outside Work Hours	Substitute for day off on December 23	Safeschools Training See listed classes	7	Safeschools
8/8	8:00-4:00	**Central Office	**School Procedures	7	Central Office Staff
Before June	Varied	Central Office	Safeschools Training See listed classes	5	Safeschools
			Total Hours Offered	20	

*FERPA & F.C. Policies are required courses.

**This training is scheduled for school secretaries. Central Office secretaries may sit in on part or all of it with permission from their supervisor.

C.O. Secretaries SafeSchools Classes before December 23, 2016

Topics	Minutes
Bloodborne Pathogens Exposure Prevention: Complete	30
Health Emergencies: Overview	25
HIV/AIDS Awareness	15
Conflict management: Staff to Staff	20
Customer Service: Support Services	10
Discrimination Awareness in the Workplace	15
Drug Free Workplace	22
General Ethics in the Workplace	24
Sexual Harassment: Staff to Staff: Complete	12
Workplace Bullying: Awareness & Prevention (Employee)	20
Workplace Violence: Awareness & Prevention (Employee)	20
CIPA: Compliance w/the Children's Internet Protection Act	20
Safety Basics for Security Staff	25
School Violence: Identifying & Addressing	55
Visual Weapons Screening	20
Bullying: Recognition & Response: Complete	38
Child Abuse: Identification & Intervention: Complete	60
Total Minutes	420

C.O. Secretaries SafeSchools Classes before June 1, 2017

Topics	Minutes
Active Shooter: Staff	41
Sexual Harassment: Policy & Prevention	69
Back Injury & Lifting: Complete	20
Fall Protection	23
Office Ergonomics	20
Slips, Trips & Falls: Complete	37
Automated External Defibrillators (AEDs)	18
Cardiopulmonary Resuscitation (CPR)	15
First Aid	33
Stress Management	29
Total Minutes	300