

School Secretary Staff Development Schedule 2016-2017

Date	Time	Location	Topic	Hours	Presenter
8/8	8:00-4:00	Central Office	½ day TRA, ½ day School Procedures	7	Central Office Staff
8/9	Varied	SafeSchools	Child Abuse: Mandatory Reporting Medication Administration Basics F.C. School Policies	2	SafeSchools
8/12	TBD	Schools	Policies, school rules, procedures	2	Principals
Before 8/15	Varied	Schools	*FERPA: Confidentiality of Records	.3	SafeSchools
Before 12/23	Outside Work Hours	Substitute for day off on December 23	SafeSchools Training See listed classes	7	SafeSchools
			Total Hours Offered	18.3	

*FERPA is a Required Class

School Secretary SafeSchools classes before December 23, 2016

Topics	Minutes
Active Shooter: Staff	41
Managing the Aftermath of Tragedy: Staff	25
Reasonable Suspicion for Drug & Alcohol Use	30
Sexual Harassment: Policy & Prevention	69
Cardiopulmonary Resuscitation (CPR)	15
First Aid	33
Head Lice	8
Stress Management	29
Conflict Management: Staff to Staff	20
Online Safety: What Every Educator Needs to Know	29
School Violence: Identifying & Addressing	55
Bullying: Recognition & Response: Complete	38
Youth Suicide: Awareness & Prevention: Full Course	26
FERPA: Confidentiality of Records (due before 8/13)	18
Total Minutes	436