



## DMA Local – Training Overview

### Stafford MSD Annual Professional Development Plan

**Part I:** The table below outlines the training that is required for all district employees per TASB and Senate Bill 1267 including the schedule for when courses are offered. The courses in **bold** reflect what is required by the SBEC Clearinghouse.

Learning Continuum/ Participants	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
<b>Annual Compliance Training (Required for all Employees)</b>	<ul style="list-style-type: none"> <li>• Preparing for an Active Shooter</li> <li>• Bloodborne Pathogens</li> <li>• <b>Bullying Prevention for School Personnel</b></li> <li>• Cybersecurity Awareness for Educators</li> <li>• Drugs &amp; Alcohol Prevention for Staff</li> <li>• Human Trafficking Awareness</li> <li>• Mental Health SB460: Part 1</li> <li>• Mental Health SB460: Part 2</li> <li>• Mental Health SB460: Part 3</li> <li>• <b>Sexual Harassment for Educators</b></li> <li>• <b>Suicide Awareness &amp; Prevention</b></li> <li>• FERPA and PPRA in Schools</li> <li>• COVID-19 General Guidelines</li> <li>• Customer Service in Schools</li> </ul>	Required for all employees at the beginning of the school year through Eduhero.	X	At the beginning of the school year	HR
	<ul style="list-style-type: none"> <li>• <b>Increasing Awareness and Implementation of Trauma-Informed Care</b></li> </ul>	Required for all campus staff at the beginning of employment	X	At the beginning of the employment	HR
	<ul style="list-style-type: none"> <li>• Emergency Operations Plan</li> </ul>	Annually	X	Before the start of the school year	COS



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Learning Continuum/ Participants	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
<b>Annual Compliance Training (Required for all Employees) Continued</b>	Americans with Disabilities Act	Annually	X	New Employee/ Existing EE's Prior to new school year	HR
	Employee-on-Employee Harassment	Annually	X	New Employee/ Existing EE's Prior to new school year	HR
	Recognizing Need for Mental Health and Substance Abuse Intervention	Annually	X	New Employee/ Existing EE's before the new school year	COS/HR
	Americans with Disabilities Act <i>Also satisfies Employee Nondiscrimination training</i>	Annually	X	New Employee/ Existing EE's before the new school year	HR



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**Part II:** SPS (Spartan Pathway to Success) is the SMSD’s Continuing Professional Development (CPD) program (See Appendix A for SPS Professional Learning Guidelines and Appendix B for 2023 SPS Plans)

Learning Continuum/ Participants	Participants	Required Frequency	State Required Training	Training Time	Monitoring Department
<b>SPS (Spartan Pathway to Success)</b>	Required for all employees (exempt and non-exempt employees)	Annual	Individual learning plans may include state required training	During summer and the school year at non-contractual times	CAO

**Part III:** The table below outlines the job roles that require additional training.

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
<b>All Campus Staff</b>	Section 504 <i>Also satisfies Employee Nondiscrimination training</i>	Recommended before employees begin working with students with disabilities and as needed thereafter	X	As part of the 2023 Summer SPS plan.	Federal Programs/CAO
<b>Teachers</b>	Use of Restraint with Special Education Students	As needed and within 30 school days following the use of restraint by untrained personnel called upon to use restraint in an emergency.	X	As part of the 2023 Summer SPS plan and as requested by Campus. Using Crisis Prevention Ins hybrid course as well.	Federal Programs/CAO



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<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Teachers Continued</b>	Use of Time-Out with Special Education Students	As needed and within 30 school days of an employee being assigned the responsibility for implementing time-out.	X	Job embedded throughout the school year through PLCs or annual PD sessions.	Federal Programs/ CAO
	General Education Teacher Implementing IEP	The district may determine the time and place at which the training is delivered.	X	As part of the 2023 Summer SPS plan.	Federal Programs/ CAO
	Technology and Digital Learning	Optional staff development, as needed	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO
	District and Campus PD Days Before the School Year	Annual	Schedules may include state required training as needed	August 2023 (See Appendix D for the sessions and the schedule)	CAO
	District and Campus PD Days During the School Year	Annual (Based on the periodically conducted needs assessment results, we offer a series of training opportunities to our staff on district and campus PD Days during the school year.)	Schedules may include state required training as needed	During the 2023-24 School Year (See Appendix E for a sample PD Day schedule)	CAO
	<b>Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution</b>	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO



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<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Elementary Teachers (K-3)</b>	Teacher Literacy Achievement Academies (Reading Academies)	Available for all teachers but required for teachers in K-3 grade levels and principals at campuses with K-3 grade levels not later than the 2022-2023 school year.	X	Throughout the school year	CAO
<b>Gifted &amp; Talented Teachers</b>	Gifted and Talented (Initial 30 hours)	Prior to assignment as a teacher providing G/T instruction. Teachers who do not have the required initial training must complete the training within one semester of beginning to provide G/T instruction.	X	Summer and during the school year	CAO
	Gifted and Talented (annual update)	An additional six hours of professional development is required annually for G/T teachers.	X	Summer and during the school year	CAO
<b>New to District Teacher</b>	New to District Teacher Training	4-day training specifically is designed for the teachers who are new to the district (See Appendix B (SMSD New Teacher Orientation Week) for details. Schedules may include state required training as needed	Schedules may include state required training as needed	During the 2023-24 School Year (See Appendix E for a sample PD Day schedule)	CAO
<b>Science Teachers</b>	The Lab Safety Training	Prior to assignment as a teacher providing Science lab instruction.	X	Summer and during the school year	CAO



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Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Secondary Teachers	Dating Violence	As needed	X	Throughout the school year and during health/PE/athletic periods	COS/ Counseling Department
Athletic Directors/Coaches	Steroids	Annually	X	Prior to the start of the school year	COS
	Concussion Training for Employees	Annually	X	Prior to the start of the school year	COS
	CPR and First Aid	As needed to maintain current certification and within the time frames adopted by the district.	X	Annually (every two years per person)	COS
	Automated External Defibrillators (AED)	Annually	X	Prior to the start of the school year	COS
	<b>Safety Training Program</b>	Annually	X	Prior to the start of the school year	COS
High School Band Directors, Assistant Band Directors, Percussion Specialists, Dance Directors, Assistant Dance Directors	CPR and First Aid	Annually	X	Prior to the start of the school year	COS
	Automated External Defibrillators (AED)	Annually	X	Prior to the start of the school year	COS
	<b>Safety Training Program</b>	Job embedded or as part of a professional learning community	X	Annually- prior to the start of the school year	COS



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<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Counselors</b>	Gifted and Talented: Nature and Needs with Program Options	Counselors with authority for program decisions with GT must have at least six hours of G/T professional Development annually.	X	Summer and during the school year	CAO
	College and Career Counseling Academy ( <i>secondary counselors only</i> )	As Needed.		Summer and during the school year	COS
	<b>Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution</b>	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO
<b>Administrators</b>	Student Discipline	At least once every three years.	X	Throughout the school year	COS
	Gifted and Talented: Nature and Needs with Program Options	Administrators with authority for program decisions must have at least six hours of G/T professional development.	X	Summer and during the school year	CAO
	Teacher Literacy Achievement Academies (Reading Academies) (Elementary Administrators)	Available for all teachers but required for teachers in K-3 grade levels and principals at campuses with K-3 grade levels. not later than the 2022-2023 school year.	X	Throughout the school year	CAO



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	Teacher Appraisals	Before conducting appraisals.	X	Summer and during the school year	HR/COS
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<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Administrators Continued</b>	Dating Violence	As needed	X	Throughout the school year	COS
	Student Searches	As needed	X	Throughout the school year	COS
	Title IX Training <i>Also satisfies Employee Nondiscrimination training</i>	As needed	X	Summer and during the school year	HR/COS
	<b>Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution</b>	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO
	<b>Campus Testing Coordinator</b>	Test Administration Procedure Training	Annually, and as the test administration materials specify.	X	Throughout the school year
	Texas English Language Proficiency Assessment System (TELPAS) Training	As needed	X	Throughout the school year	CAO
<b>Nurses</b>	Seizure Recognition and Related First Aid Training ( <i>specialized training for nurses</i> )	As needed	X	Annually prior to the school year	COS
	Traumatic Injury Response Training (Bleeding Control Station Training)	As needed	X	Summer and during the school year	COS





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	CPR and First Aid	As needed to maintain current certification and within the time frames adopted by the district.	X	Annually prior to the school year (every two years per person)	COS/ Athletic Department
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<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Nurses Continued</b>	Automated External Defibrillators (AED)	As needed to maintain current certification in the use of an AED.	X	Summer and during the school year	COS Athletic Department
	<b>Administration of an Epinephrine Autoinjector</b>	As needed	X	Job embedded throughout the school year or annual PD sessions.	COS
<b>Police Department</b>	School District Peace Officers and School Resource Officers	Before or within 180 days of the officer's commission by or placement in the district or a campus of the district.	X	Summer or throughout the year	COS/SRO Supervisor
	Traumatic Injury Response Training (Bleeding Control Station Training)	As needed	X	Summer or throughout the year	COS/SRO Supervisor
	Body Worn Camera Program for Certain Law Enforcement Agencies	Before a law enforcement agency operates a body worn camera program.	X	Summer or throughout the year	COS/SRO Supervisor



## DMA Local – Training Overview

**Part IV:** The table below outlines Specialized Job Roles.

<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>District Staff at DAEP</b>	Disciplinary Alternative Education Program (DAEP)	On an annual basis.	X	Prior to the start of the school year.	COS
<b>Adult Transition Service Coordinator</b>	Transition and Employment Coordinator for Special Education Students	As the commissioner develops and makes available minimum training guidelines, with review at least once every four years.	X	Attending Region 4 Training/Meetings	Federal Programs/ CAO
<b>Dyslexia Teacher</b>	Dyslexia Training for School Employees	As needed	X	Attending Region 4 Training/Meetings	Federal Programs/ CAO
<b>Parents/guardians of Students with Dyslexia and Related Disorders</b>	Prior to receiving services in 1-to-1 meetings.	As needed	X	During summer and throughout the school year. Also as part of Parent University	Federal Programs/ CAO
<b>Title IX Coordinator</b>	Title IX Sexual Harassment Training <i>(also required for designated individuals or decision-makers in formal complaint process)</i>	Annually on Eduhero	X	New Employee/Existing EE's at the beginning of the school year	HR
<b>Concussion Oversight Team</b>	Concussion Training for Volunteer Licensed Health Care Professional on Concussion Oversight Team	Prior to appointment or approval as a member of the concussion oversight team, at least once every two years.	X	Prior to the school year or throughout the school year	COS/Athletic Director/Lead Athletic Trainer



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<b>Campus Wellness Committee Leaders</b>	Coordinated Health Program	In every three years	X	In the Fall	COS/Nurses/ School Health Advisory Committee
<b>Job Role</b>	<b>State Required Training (SB1267, TASB)</b>	<b>Required Frequency</b>	<b>State Required Training</b>	<b>Training Time</b>	<b>Monitoring Department</b>
<b>Unlicensed Diabetes Care Assistant</b>	Diabetes Training	Annually	X	Throughout the school year	COS/Health Medical/ Nurses
<b>Threat Assessment Teams &amp; Safe and Supportive School Teams</b>	Threat Assessment Team and Safe and Supportive School Team Training	Annually	X	Prior to the school or not later than August 31st	COS
<b>Designated Infection Control Officer</b>	Designated Infection Control Officer Training	Before designation	X	Before designation	CFO/ Operations Dir
<b>Custodial &amp; Maintenance Staff; Designated Asbestos Coordinator</b>	Asbestos	New custodial and maintenance employees must be trained within 60 days after beginning employment, with additional training as needed. The designated asbestos coordinator should receive training prior to or upon designation, with additional training as needed.	X	Within 60 days after beginning employment	CFO/ Operations Dir
<b>Maintenance &amp; Custodial Staff</b>	Hazardous Chemicals	As needed	X	Throughout the school year and Summer	CFO/ Operations Dir



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Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
<b>Integrated Pest Management Team</b>	Integrated Pest Management	Within six months of appointment, IPM coordinator must have required training, then obtain at least six hours of TDA-approved continuing education at least every three years.	X	Within six months of appointment	CFO/Operations Dir
<b>Public Information Coordinator</b>	Public Information Act	Within 90 days after assuming the office of the public information coordinator.	X	Before the beginning of the employment	Superintendent Office
<b>LPAC Members</b>	Language Proficiency Assessment Committee (LPAC)	As needed	X	Before the beginning of the school year	Director of BL-ESL/CAO
<b>Principal Appraisers</b>	Principal Appraisals	Annually	X	Prior to conducting appraisals	COS
<b>Mentor Teacher</b>	Mentor Teacher Training	Annually	X	Before the beginning of the school year	CAO
<b>Investment Officers</b>	Public Funds Investment Training	Ten hours of initial training in first 12 months, then eight hours of investment training every two years thereafter, unless an exception applies.	X	Throughout the school year and Summer	CFO
<b>Volunteers</b>	Volunteer Training	As needed	X	At the beginning of Employment	HR/COS/ Parent Liaison