



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
Annual Compliance Training (Required for all Employees)	- Preparing for an Active Shooter - Bloodborne Pathogens Bullying Prevention for School Personnel - Cybersecurity Awareness for Educators - Drugs & Alcohol Prevention for Staff - Human Trafficking Awareness - Mental Health SB460: Part 1 - Mental Health SB460: Part 2 - Mental Health SB460: Part 3 Sexual Harassment for Educators Suicide Awareness & Prevention - FERPA and PPRA in Schools - COVID-19 General Guidelines - Customer Service in Schools	Required for all employees at the beginning of the school year through Eduhero.	X	At the beginning of the school year	HR
	Increasing Awareness and Implementation of Trauma-Informed Care	Required for all campus staff at the beginning of employment	X	At the beginning of the employment	HR
	Emergency Operations Plan	Annually	X	Before the start of the school year	COS



DMA Local – Training Overview

Learning Continuum/ Participants	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Annual Compliance Training (Required for all Employees) <i>Continued</i>	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



DMA Local – Training Overview

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
SPS (Spartan Pathway to Success)	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
All Campus Staff	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 2024 Summer SPS plan.	Federal Programs/CAO
Teachers	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 2024 Summer SPS plan and as requested by Campus. Using Crisis Prevention Ins hybrid course as well.	Federal Programs/CAO

DMA Local – Training Overview

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Teachers Continued	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 2024 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 2024 (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 2024-25 School Year (See Appendix E for a sample PD Day schedule)	CAO
	Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO



DMA Local – Training Overview

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Elementary Teachers (K-3)	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
Gifted & Talented Teachers	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
New to District Teacher	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 2024-25 School Year (See Appendix E for a sample PD Day schedule)	CAO
Science Teachers	The Lab Safety Training	Prior to assignment as a teacher providing Science lab instruction.	X	Summer and during the school year	CAO



DMA Local – Training Overview

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
	Safety Training Program	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
	Safety Training Program	Job embedded or as part of a professional learning community	X	Annually- prior to the start of the school year	COS

DMA Local – Training Overview

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Counselors	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
	Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO
Administrators	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



DMA Local – Training Overview

	Teacher Appraisals	Before conducting appraisals.	X	Summer and during the school year	HR/COS
Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Administrators Continued					
	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
	Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution	In accordance with local policy	X	Job embedded throughout the school year through PLCs or annual PD sessions.	CAO
Campus Testing Coordinator	Test Administration Procedure Training	Annually, and as the test administration materials specify.	X	Throughout the school year	CAO
	Texas English Language Proficiency Assessment System (TELPAS) Training	As needed	X	Throughout the school year	CAO
Nurses	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



DMA Local – Training Overview

	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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Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Nurses Continued	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
	Administration of an Epinephrine Autoinjector	As needed	X	Job embedded throughout the school year or annual PD sessions.	COS
Police Department	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.

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
District Staff at DAEP	Disciplinary Alternative Education Program (DAEP)	On an annual basis.	X	Prior to the start of the school year.	COS
Adult Transition Service Coordinator	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
Dyslexia Teacher	Dyslexia Training for School Employees	As needed	X	Attending Region 4 Training/Meetings	Federal Programs/ CAO
Parents/guardians of Students with Dyslexia and Related Disorders	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
Title IX Coordinator	Title IX Sexual Harassment Training (also required for designated individuals or decision-makers in formal complaint process)	Annually on Eduhero	X	New Employee/Existing EE's at the beginning of the school year	HR
Concussion Oversight Team	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



DMA Local – Training Overview

Campus Wellness Committee Leaders	Coordinated Health Program	In every three years	X	In the Fall	COS/Nurses/ School Health Advisory Committee
Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Unlicensed Diabetes Care Assistant	Diabetes Training	Annually	X	Throughout the school year	COS/Health Medical/ Nurses
Threat Assessment Teams & Safe and Supportive School Teams	Threat Assessment Team and Safe and Supportive School Team Training	Annually	X	Prior to the school or not later than August 31st	COS
Designated Infection Control Officer	Designated Infection Control Officer Training	Before designation	X	Before designation	CFO/ Operations Dir
Custodial & Maintenance Staff; Designated Asbestos Coordinator	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
Maintenance & Custodial Staff	Hazardous Chemicals	As needed	X	Throughout the school year and Summer	CFO/ Operations Dir



DMA Local – Training Overview

Job Role	State Required Training (SB1267, TASB)	Required Frequency	State Required Training	Training Time	Monitoring Department
Integrated Pest Management Team	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
Public Information Coordinator	Public Information Act	Within 90 days after assuming the office of the public information coordinator.	X	Before the beginning of the employment	Superintendent Office
LPAC Members	Language Proficiency Assessment Committee (LPAC)	As needed	X	Before the beginning of the school year	Director of BL-ESL/CAO
Principal Appraisers	Principal Appraisals	Annually	X	Prior to conducting appraisals	COS
Mentor Teacher	Mentor Teacher Training	Annually	X	Before the beginning of the school year	CAO
Investment Officers	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
Volunteers	Volunteer Training	As needed	X	At the beginning of Employment	HR/COS/ Parent Liaison