

CHILD & FAMILY DEVELOPMENT PROGRAMS**Community Action Team, Inc.**

Training Requirements Checklist for Education Staff

Staff Name _____

Employment Date _____

Within Two Weeks	Trainer	Completed
All – Tooth brushing and fluoride (3-24, 3-37)	Self/CM	
All – Toileting (3-31)	Self/CM	
All – Handwashing (3-26)	Self/CM	
All – Attendance (1-14)	Self/CM	
All - Excluding ill children (3-18, 3-19)	Self/CM	
All – Care Plans (3-46, 3-48)	Self/CM	
Within One Month	Trainer	Completed
T, AT - Lesson Planning, 2-1a, 2-1b	CM/Ed. Sp.	
T, AT – Field Trips (2-5, 2-10, 2-11)	Self/CM	
ALL - School Readiness and Curriculum Guide	Ed. Specialist	
All - My TS (Quorum)	Self	
• Introducing MyTeachingStrategies®	Self	
• The Power of Gold®	Self	
• An Introduction to the Creative Curriculum® for Preschool (FIA, BIA)	Self	
• Getting Started with the Creative Curriculum® for Pre-K (T, AT)	Self	
• Inter-Rater Reliability (T, AT)	Self	
• Getting to Know Ready Rosie® (T, AT)	Self	
All - Head Start Early Learning Outcomes Framework (ELOF)	Self	
T, AT - Class days (1-80)	Self/CM	
T, AT - Monitoring and Data Entry for TSG (2-9)	Ed. Specialist	
T, AT - Process for working with MHC	Disabilities Sp.	
All – Care and Maintenance in the Center (2-22)	Self	
Within Three Months	Trainer	Completed
T, AT – School Readiness Goals	Ed. Specialist	
T, AT – Home Visits (Child Plus HV module, 2-12, 2-14, 2-14a)	Self/CM	
All - Zoo-phonics	Ed. Specialist	
T, AT - Second Step	Ed/Disabilities Specialist	
T, AT - Screenings & Referrals	Self/CM	
T, AT - ASQ	Disabilities Sp.	
T, AT - Monitoring (1-92 2-16)	CM	
All - Exclusion & Suspension (2-50)	Disabilities Sp.	
T, AT - Creative Curriculum for Preschool & MyTS	Ed. Specialist	
T, AT – MyTS Family Portal	Ed Specialist	
Within Four Months	Trainer	Completed
All - PBIS associated forms for tracking and support (2-31, 2-31a, 2-34, 2-36, 2-36a, 2-38, 2-40, 2-43, 2-46, 2-48, 2-49)	Ed/Disabilities Specialist	
T, AT - Transition to Kindergarten	CM	
T, AT - Data Analysis & MyTS reports – (2-15, 2-15a)	CM/Ed. Sp.	

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T, AT - Parent-Teacher Conferences (2-17)	CM	
Within Six Months	Trainer	Completed
PBIS modules: <ul style="list-style-type: none"> • All – Mod2 • T, AT – Mod 3 	Admin	
T – Supervision in the classroom	CM	
T – Volunteers in the class: CTA, Parents, Community (4-11, 4-11a, 4-11b, 4-11c)	CM	
T, AT – Beginning Teachers Series	Self/CM	
Within Nine Months	Trainer	Completed
PBIS Modules: <ul style="list-style-type: none"> • T, AT – Mod 4 & 5 • T – Mod 6 	Admin	

KEY: T – Teacher, AT – Assistant Teacher, FIA – Floating Aides, BIA – Bilingual Aides, All – includes Bilingual and floating aides. These are the staff that must have this training/information.

***Send form 1-51b to Admin when all items are completed. Certificates and CP6 need to be submitted to Admin at time of completion for each item.**

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

Reviewed by _____ Date _____