



# Annual Training Expectations Site Coordinator

**Staff Name:**

**Start Date:**

Training	Target Date	Notes	Hours
Safe Schools: <ul style="list-style-type: none"> <li>➤ On-line</li> </ul>	September 2017	Must be completed before Sept 22 <sup>nd</sup> .	8.5
Individual Programming Trainings <ul style="list-style-type: none"> <li>➤ Momentous Institute</li> <li>➤ ASAS</li> <li>➤ Dallas Afterschool</li> <li>➤ DISD In-Service</li> <li>➤ The School Zone</li> </ul>	September 2017 – June 2018	Each Site Coordinator is required to take 6 hours per semester of program development trainings. Trainings can be from various sources but must be approved by Program Manager.	12
All Staff Training: <ul style="list-style-type: none"> <li>➤ Pre-Service (16 hours)</li> <li>➤ Mid Year (8 hours)</li> <li>➤ Spring (2 hours)</li> </ul>	August, December, March	All Staff Trainings missed by Site Coordinator must arrange for make up session with Program Manager.	26
YPQI Basics	September 2017		1.5
YPQI Planning with Data	November 2017		3
CPR Certification (if expired)	Offered by ASAS in August 2017		
Individual Development Plan Presentation	June 2017		2
			<b>53</b>