



# SUGGESTED TRAINING BY JOB TITLE



As of September 1, 2017

	ADMINISTRATION	Administrator	Office & Clerical	FOOD SERVICES	Food Service Supervisor	Food Service Staff	FACILITIES SERVICES	Maintenance or Facilities Supervisor	Maintenance or Facilities	Custodian	Grounds Maintenance	Security	Warehouse	HEALTH SERVICES	Nurse	EDUCATORS	Teacher	Teacher's Aide	Art Teacher	Coach or PE Teacher	Science Teacher	Special Education Teacher	Special Education Paraprofessional	Substitute Teacher	Playground Supervisor	Vocational Educator or Shop Teacher	TRANSPORTATION	Transportation Supervisor	Transportation Support Services	Bus Driver	Special Transportation Driver	Mechanic	Available in Spanish	Length of Course			
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Compressed Gas Safety								M																		M									13 min		
Confined Spaces								M																											✓	20 min	
Electrical Safety: Full Course								M	M	M	M															M		S						M	✓	27 min	
Electrical Safety: Primer					S	S																S														15 min	
Energy Conservation		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	18 min		
Eye & Face Protection								M	M	M	M				S			S			M					M		S						M	✓	12 min	
Facility Emergencies								S	S	S	S																									22 min	
Fall Protection								M	M	M			M																M						M	23 min	
Fire and Explosion Hazards																																				25 min	
Fire Extinguisher Safety					S	S		S	S	S		S	S									S				S		S		S	S	S	S	✓	10 min		
Forklift Safety <i>IF EMPLOYEE USES</i>								M/3	M/3			M/3																						M/3	17 min		
General Safety Orientation		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	14 min		
Hand & Power Tool Safety								S	S	S	S																S							S	✓	18 min	
Hazard Communications: Right to Understand (GHS)		M	M		M	M		M	M	M	M	M	M	M	M				M	S	M					M		M	M	M	M	M	M	✓	26 min		
Hearing Loss Prevention								M	M	M	M																M								M	✓	11 min
Heat Illness Prevention								M/A	M/A	S	M/A										M/A					S									S	✓	15 min
Indoor Air Quality Awareness								S	S	S																										22 min	
Integrated Pest Management					S	S		S	S	S	S																									24 min	
Ladder Safety		S	S		M	M		M	M	M	M	S	M				S	S	S	S	S	S	S	S			M		S		S	S	M	✓	21 min		
Lead Safety Awareness								S	S	S												S					S								S	15 min	
Lockout/Tagout: Energy Release					M	M		M	M	M	M											S					M		S					M	✓	13 min	
Mercury Spills																						S														14 min	
Office Ergonomics		S	S														S	S				S	S												13 min		
Personal Protective Equipment (PPE)					M	M		M	M	M	M	M	M	M	M			S			M						M		S					M	✓	15 min	
Playground Maintenance & Inspection								M	M	M	M															S										19 min	
Respiratory Protection <i>IF EMPLOYEE USES</i>								M/A	M/A	M/A	M/A																									17 min	
Safety Committee Operations		M																																		17 min	
Safety Data Sheets: SDS		M	M		M	M		M	M	M	M	M	M	M	M												M		M	M	M	M	M	M	✓	19 min	
Scaffolding Safety								M	M	M																										22 min	
Science Lab Safety																						M														30 min	
Science Laboratory Chemical Spills																						M														28 min	
Scissor Lift Safety <i>IF EMPLOYEE USES</i>								M	M	M																								S	25 min		
Slips, Trips & Falls: Nutrition Services					M	M																														20 min	
Slips, Trip & Falls: Custodians, Maintenance & Facilities								M	M	M	M	M	M																							20 min	
Slips, Trip & Falls: Teachers & Administration		M	M														M	M	M	M	M	M	M	M	M	M	M								23 min		
Slips, Trips & Falls: Full Course															M														M	M	M	M	M	M	✓	27 min	
Slips, Trips & Falls: Refresher																																				17 min	
Stormwater Management								S	S	S	S																		S							24 min	
Trenching & Excavation Safety																																				19 min	
Utility Cart Safety																																				✓	17 min
Water Damage Prevention																																				28 min	
Welding, Cutting & Brazing Safety Awareness								M	M																		M								M	22 min	

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## HEALTH

AED (Automated External Defibrillators)		S	S		S	S		S	S	S	S	S	S		M		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	20 min		
Bedbugs in Schools																																		✓	12 min	
Bloodborne Pathogens Exposure Prevention: <i>Complete-including HIV (Washington)</i>															M																			21 min		
Bloodborne Pathogens Exposure Prevention: <i>Support Staff</i>				M	M			M	M		M	M	M														M	M	M	M	M	M		20 min		
Bloodborne Pathogens Exposure Prevention: <i>Custodians</i>										M																								✓	23 min	
Bloodborne Pathogens Exposure Prevention: <i>Teachers &amp; Administration</i>		M	M													M	M	M	M	M	M	M	M	M	M	M								19 min		
Bloodborne Pathogens Exposure Prevention: <i>Refresher (Washington)</i>		A	A		A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		A	A	A	A	A	A		17 min	
Cardiopulmonary Resuscitation (CPR)	REFRESHER FOR STAFF WITH THEIR CPR CERTIFICATION -NOT INTENDED AS A REPLACEMENT FOR A FULL CPR CERTIFICATION																																			
Common Illness Prevention																																			13 min	
Concussion Awareness: Athletics: <i>Full Course (Washington)</i>															M					M															20 min	
First Aid																																			✓	33 min
Head Lice																																			✓	8 min
Health Emergencies: Asthma Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Choking & the Heimlich Maneuver		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		5 min	
Health Emergencies: Diabetes Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Hemophilia																																			8 min	
Health Emergencies: Life-Threatening Allergies: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																			
Health Emergencies: Overview		X																																	25 min	
Health Emergencies: Seizures		X																																	12 min	
HIV/AIDS Awareness: <i>Washington State Full Course</i>		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M	M		15 min	
Medication Administration Basics: <i>(Washington)</i>	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Diastat	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Epinephrine Auto-Injectors	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
Medication Administration: Glucagon	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																			
MRSA Awareness															S					S														13 min		
Pandemic Flu		X													S																				21 min	
Planning for Pandemic Influenza		X													S																				20 min	
Steroid & PED Awareness in Athletics		X																		S															24 min	
Stress Management		X																																	29 min	
Student Mental Health		X																																	23 min	

## HUMAN RESOURCES

Athletic Liability																																				S	43 min
Boundary Invasion: <i>(Washington)</i>		M/3	M/3		M/3	M/3		M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3		25 min	
Conflict Management: <i>Managing the Angry Parent</i>		S	S								S				S		S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	S		28 min		
Conflict Management: <i>Staff-to-Staff</i>		X																																		20 min	
Conflict Management: <i>Student-to-Student</i>		S	S							S					S		S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S		20 min		

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Customer Service Overview: <i>Teachers</i>																																			10 min	
Customer Service Overview: <i>Support Services</i>																																			✓	10 min
Customer Service Overview: <i>Administration</i>																																				12 min
Discrimination Awareness in the Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		15 min	
Diversity Awareness: <i>Staff-to-Staff</i>		S	S		S	S		S	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S		20 min	
Diversity Awareness: <i>Staff-to-Student</i>		S	S					S	S	S	S	S				S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S			25 min	
Drug Free Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		22 min	
Family Medical Leave Act (FMLA)		X																																	16 min	
FERPA: Confidentiality of Records		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		14 min	
General Ethics in the Workplace		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		24 min	
HIPAA Overview		X														S																			14 min	
Sexual Harassment: <i>Staff-to-Staff (Complete)</i>		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		✓	17 min
Sexual Harassment: <i>Staff-to-Staff (Refresher)</i>																																			15 min	
Sexual Harassment: <i>Student Issues &amp; Response</i>		X																																	29 min	
Sexual Misconduct: <i>Staff-to-Student</i>		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		✓	35 min
Title IX and Gender Equity in Athletics		S																			S														43 min	
Titlle VI Overview		S																																	33 min	
What Every Employee Must Be Told		M	M		M	M		M	M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M		M	M	M	M	M		66 min	
Workplace Bullying: Awareness & Prevention		X																																	20 min	
Workplace Violence: Awareness & Prevention ( <i>Employee</i> )			S		S				S	S	S	S	S		S		S	S	S	S	S	S	S	S	S	S			S	S	S	S		20 min		
Workplace Violence: Awareness & Prevention ( <i>Supervisor</i> )		S			S				S																			S							29 min	
<b>INFORMATION TECHNOLOGY</b>																																				
Browser Security Basics		X																																	15 min	
CIPA: Compliance with the Children's Internet Protection Act		S															S	S	S	S	S	S	S	S	S	S	S								20 min	
Copyright Infringement		X																																	24 min	
Cybersecurity		X																																	13 min	
Email and Messaging Safety		S															S	S	S	S	S	S	S	S	S	S	S								12 min	
Online Safety: <i>Cyberbullying</i>		X																																	21 min	
Online Safety: <i>Predators</i>		X																																	15 min	
Online Safety: <i>Threats of Violence</i>		X																																	15 min	
Online Safety: <i>What Every Educator Needs to Know</i>		S															S	S	S	S	S	S	S	S	S	S	S								29 min	
Password Security Basics		S															S	S	S	S	S	S	S	S	S	S	S								5 min	
Protection Against Malware		S																																		15 min
<b>MISCELLANEOUS</b>																																				
What Every Coach Needs to Know		S																			S														45 min	
<b>NUTRITION SERVICES</b>																																				
Civil Rights in Food Service: <i>Administration</i>					S																													✓	18 min	
Civil Rights in Food Service: <i>Front Line Staff</i>					S																														16 min	
Food Safety & Kitchen Sanitation					S	S																													✓	14 min
Food Service Equipment: <i>Safe Use</i>					S	S																													✓	20 min

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Food Service Equipment: <i>Sanitation</i>				S	S																													✓	20 min			
Foodborne Illnesses				S	S																														✓	20 min		
HACCP: Hazard Analysis & Critical Control Points				S	S																														✓	20 min		
Nutrition Basics				S	S																															✓	21 min	
School Meal Compliance				S	S																														✓	19 min		
<b>SECURITY</b>																																						
Arson Awareness & Prevention													S																							30 min		
Copper Theft Awareness								S	S	S	S	S																									9 min	
Crime Prevention Through Physical Security (CPTED)												S																									25 min	
Safety Basics for Security Staff												S																									22 min	
School Intruders												S																									14 min	
School Violence: <i>Identifying &amp; Addressing</i>												S																								55 min		
Visual Weapons Screening												S																									20 min	
<b>SOCIAL &amp; BEHAVIORAL</b>																																						
Administrative Supervision of Students		X																																			27 min	
Bullying: Recognition & Response: <i>Full Course</i>	M	M		M	M			M	M	M	M	M	M	M		M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	50 min		
Bullying: Recognition & Response: <i>K-12 Washington Primer</i>	A	A		A	A			A	A	A	A	A	A	A	A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	25 min	
Child Abuse: Identification and Intervention	S															S	S	S	S	S	S	S	S	S	S	S	S	S								33 min		
Child Abuse: Mandatory Reporting ( <i>Washington</i> )	M	M		M	M			M	M	M	M	M	M	M		M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	25 min	
Dating Violence: Identification & Intervention																																						20 min
De-Escalation Strategies		S															S	S	S	S	S	S	S	S	S	S	S	S						S	S		21 min	
Disruptive Student Behavior		S															S	S	S	S	S	S	S	S	S	S	S	S		S		S	S	S		33 min		
Gang Awareness		X																																			30 min	
Hazing		X																																			19 min	
Homeless Students: Awareness & Understanding		X																																		✓	23 min	
Human Trafficking Awareness		X																																			21 min	
Making Schools Safe for LGBT Students		X																																			20 min	
Playground Supervision		S																							S											✓	16 min	
Restraint & Seclusion		X									S											S	S														22 min	
Self-Injury & Cutting		X																																			21 min	
Sport Supervision & Safety		S																		S																	22 min	
Student Drug & Alcohol Abuse		X																																			30 min	
Youth Suicide: Awareness & Prevention ( <i>Jason Flatt Act</i> )																																					120 min	
Youth Suicide: Awareness & Prevention ( <i>Full Course</i> )	M	M		M	M			M	M	M	M	M	M	M		M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	26 min		
<b>SPECIAL EDUCATION</b>																																						
Special Education: <i>Lifts &amp; Transfers</i>																						S	S										S			25 min		
Special Education: <i>Safety in the Classroom</i>																						S	S										S			25 min		

