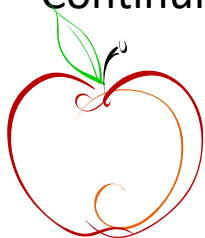


# Continuing Education Opportunities for Service Employees



## Barbour County Schools

### School Year 2018-2019

CE sessions will be listed according to personnel categories like aides, bus operators, cooks, etc. Please remember to document all of your CE activities on your CE log available on the Barbour County Schools website. The first table lists sessions that ALL service employees may attend. This chart will be updated as additional CE sessions are arranged.

Light Gray Shaded Sessions indicate that that session is concluded.

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<b><u>All</u> Service Employees May Attend the Following Sessions:</b>				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Opening Session (ALL Employees) County Goals, Parent Involvement, Mandatory Reporting, Multi-Cultural, Homeless	8/08/18	Sign-in at 8:00 8:30- 10:00	PBHS Auditorium	2.0
Handbook: County Policies and Procedures	8/08/18	10:30- 11:30	See Schedule on Back of Opening Session Agenda	1.0
Jason Flatt Act	Now through May 01, 2019	Online	<a href="http://jasonfoundation.com/training-modules/">http://jasonfoundation.com/training-modules/</a> . You must print certificate of Completion to attach to your CE Log	2
<b>Aides</b>				
SESSION TITLE	Date	Time	Location	Credit (in hours)
See Teacher's Schedule for your location	Aug. 8	1-4	Work Location	3
See Teacher's Schedule for your location	Aug. 9	8:30- 11:30	Work location	3

See Teacher's Schedule for your location	Aug. 9	1-4	Work location	3
CPR/First Aide (for those that need it)	Aug. 10	8:30-11:3-	CTE Center (Jill Weese's Room)	3
CPR/First Aide (for those that need it)	Aug. 10	1-4	CTE Center	3
Planning/Prep	Aug. 13	All Day	Work Location	0

### Bus Operators

SESSION TITLE	Date	Time	Location	Credit (in hours)
Monthly Reports	8/08/18	1-4	PBHS	3
First Aid (for those needing it) Policy 4336 Update	8/09/18	8:30-11:30	Taylor County Middle School (first Aid) PBHS (4336 update) D333	6 (first aid) 3 (4336)
Policy 4336 continued	8/09/18	1-4	D333	3
Notebooks	8/10/18	8:30-11:30	D333	3
Schedule and Route Changes	8/10/18	1-4	D333	3
Planning/Preparation	8/13/18	All day	Bus Garage	0

### Cooks

SESSION TITLE	Date	Time	Location	Credit (in hours)
Expectations, Changes and Concerns	8/08/18	1-4	PBHS D305 (Driver's Ed.)	3
HACCP Training and Review	8/09/18	8:30-4	PBHS D305	6
Special Diets, Ordering, Production Records	8/10/18	8:30-11:30	PBHS D305	3
Food Handlers	8/10/18	1-4	PBHS D305	3
Planning/Prep	8/13/18	All Day	Work Location	0

### Custodians/Maintenance

SESSION TITLE	Date	Time	Location	Credit (in hours)
Handbook Training	Aug. 8	10:30-11:30	With Site Supervisor	1
Safe Work Practices w/ Erie Ins.	8/08/18	1-4	D142 PBHS	3
Prep for School Opening (Regular Work Duties)	8/09/18	Regular Work Times	Work Location	0
Prep for School Opening (Regular Work Duties)	8/09/18	Regular Work Times	Work Location	0
Prep for School Opening (Regular Work Duties)	8/10/18	Regular Work Times	Work Location	0
Prep for School Opening (Regular Work Duties)	8/10/18	Regular Work Times	Work Location	0
Planning/Prep	Aug. 13	All day	Work Location	0

### Secretaries

SESSION TITLE	Date	Time	Location	Credit (in hours)
Handbook Training	Aug. 8	10:30-11:30	With Site Supervisor	1
Safe Work Practices w/ Erie Ins.	8/08/18	1-4	PBHS	3
WVEIS, eSchool, and Attendance Updates for Secretaries. Confidentiality for Student Records. Reception Protocols.	8/09/18	8:30-10:30	2 <sup>nd</sup> Floor Computer Lab PBHS	2
TRA School Funds Online	8/09/18	12:00-3:30	2 <sup>nd</sup> Floor Computer Lab PBHS	4
Demographic Updates for Student Records,	8/10/18	8:30-11:30	Work Site	3
Demographic Updates for Student Records	8/10/18	1-4	Work Site	3
Planning/Prep	8/13/18	All day	Work Site	0