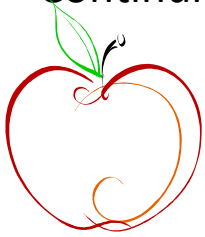


Continuing Education Opportunities for Service Employees



Barbour County Schools

School Year 2017-2018

This schedule will replace the website that was maintained previously to announce Continuing Education (CE) opportunities for service employees. 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.

Continuing Education Opportunities for Service Employees.docx

<u>All</u> Service Employees May Attend the Following Sessions:				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Opening Session (ALL Employees)	8/09/17	Sign-in at 8:00 8:30- 10:00	PBHS Auditorium	1.5
Aides				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Professional Learning Community	8/09/17	10-11:30	PBHS	1.5
Professional Learning Community	8/09/17	1-4	PBHS	3
Handbook Training	8/10/17	8:30-9:30	Work Site	1
School Improvement Strategies	8/10/17	9:30- 11:30	School Work Sites	2
School Improvement Strategies	8/10/17	1-4	School Work Sites	3
FERPA/Blood Borne Pathogens/Bus Safety Special Ed. Aides ONLY	8/11/17	8:30- 11:30	CTE-Jill Weese's Room V4	3
Nonverbal Communication Strategies Special Ed. Aides ONLY	8/11/17	1-4	CTE-Jill Weese's Room V4	3
School Improvement Strategies	8/11/17	8:30- 11:30	School Work Sites	3

School Improvement Strategies	8/11/17	1-4	School Work Sites	3
Bus Operators				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Dealing with Bus Issues	8/09/17	10-11:30	PBHS Room 139	1.5
Bus Safety: Darrin Yonkers	8/09/17	1-4	PBHS Room 139	3
Handbook Training and Policy Changes	8/10/17	8:30-11:30	PBHS Room 139	3
Bus Procedures	8/10/17	1-4	PBHS Room 139	3
CPR and First Aide (for drivers who have their cards expire this year ONLY) Session will be at Taylor Co. Middle Bus leaves 7:15 from PMS	8/11/17	8:30-4	Taylor County Middle School	6
Special Needs Procedures	8/11/17	8:30-10:00	PBHS Room 139	1.5
P-Card Training	8/11/17	10-11:30	PBHS Room 139	1.5
Pre and Post Trip Inspections	8/11/17	1-4	PBHS Room 139	3
Bus Safety with Buster the Bus	8/12/17	9-1	Fairgrounds	4
Cooks				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Preventing Workplace Injuries with Eric Malone of Erie Insurance	8/09/17	10-11:30	PBHS LGI	1.5
New Ordering Procedures	8/09/17	1-4	CTE Room Karen Shannon's Room V2	3
Handbook and Safety Plan Review	8/10/17	8:30-10:00	Work Sites	1.5
Menu Planning and Special Diets	8/10/17	10:30-11:30	CTE Room Karen Shannon's Room V2	1.5
Menu Planning, Special Diets, Production Records and Comments	8/10/17	1-4	CTE Room Karen Shannon's Room V2	3
HACCP	8/11/17	8:30-11:30	CTE Room Karen Shannon's Room V2	3
HACCP	8/11/17	1-4	CTE Room Karen Shannon's	3

			Room V2	
--	--	--	---------	--

Custodians/Maintenance				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Preventing Workplace Injuries with Eric Malone of Erie Insurance	8/09/17	10-11:30	PBHS LGI	1.5
ESchool Solutions Updates	8/09/17	1-4	PBHS 2 nd Floor Computer Lab	3
Handbook Training	8/10/17	8:30-9:30	Work Site	1
Report to Regular Work Site	8/10/17	Reg. Shift	Work Site	0
Report to Regular Work Site	8/11/17	Reg. Shift	Work Site	0
Asbestos Awareness	9/20/17	2-4	Board Office	2
Facilities Conference and Practicum (Maintenance Crew Only)	7/10/17 to 7/11/17	9-4	Waterfront Hotel, Morgantown	12

Secretaries				
SESSION TITLE	Date	Time	Location	Credit (in hours)
Preventing Workplace Injuries with Eric Malone of Erie Insurance	8/09/17	10-11:30	PBHS LGI	1.5
Skype for Business Training (Tom Williams)	8/09/17	1-4	PBHS (Angie Hodge's Room)	3
Handbook Training	8/10/17	8:30-9:30	Work Site	1
WVEIS Updates and Attendance Updates and ESchool Solution Updates	8/10/17	10:00- 11:30	PBHS 2 nd Floor Computer Lab	2
Financial Issues and Troubleshooting	8/10/17	1-4	PBHS 2 nd Floor Computer Lab	3
Regular Work Duties (NOT CE)	8/11/17	Regular Shift	Work Sites	0
TBA				
TBA				