

NESD Staff Initial Training Rubric

Name: _____ Position: _____ Unit: _____

All relevant certificates and/or training quizzes should be turned into the main office. *Turn in this completed form to HR

Past training videos/opportunities can be found on the website at: <https://nesdhs.org/training/>

Key: All = All program staff, M=Managers & Director, EC = Education Coordinators, FSC = Family Services Coordinator, T = Teachers, HV = Home Visitors, TA = Teacher Assistants, HVA = Home Visitor Assistants, CA = Classroom Assistants, BD = Bus Drivers, BM = Bus Monitors, C = C, CA = Cook Assistants, S/B = Subs/Volunteers
 *Staff that supervise others should complete ALL training required of those they supervise, even if not specifically listed.

| <u>Training</u> | <u>Required for:</u> | <u>Source:</u> | <u>Time</u> | <u>Related Job Aids:</u> | <u>Due within:</u> | <u>Completed</u> |
|---|--|--|-------------|------------------------------|--|------------------|
| New Staff Orientation | All | https://nesdhs.org/wp-content/uploads/2021/09/New-Home-Visitor-Teacher-Orientation.pdf | 2 hrs. | | 1st week _____ | |
| NESD School Readiness Goals | All | https://nesdhs.org/wp-content/uploads/2021/10/NESD-Head-Start-Focus-School-Readiness-GOALS-Parent-Friendly.pdf | 15 min. | | 1st week _____ | |
| Emergency Preparedness & Mandatory Trng | All | Emergency Preparedness | | | 1 st week _____ | |
| | | Bloodborne Pathogens | | | | |
| | | Fire Safety | | | | |
| | | First Aid | | | | |
| | | Medication Admin | | | | |
| All emergency training: https://nesdhs.org/wp-content/uploads/2022/01/Annual-Required-Health-and-Safety-Training-Attendance-Sheet-Quiz.pdf | | | | | | |
| Active Supervision | All | https://nesdhs.org/wp-content/uploads/2023/03/Active-Supervision-Training-Attendance-Sheet-Quiz.pdf | 2 hr. | Listed in link | | |
| Civil Rights | C, CA, HV, Sisseton T, Mobridge TA, EC, Office Manager | SD Bright Track https://nesdhs.org/wp-content/uploads/2022/07/CACFP-Trainings-Required-for-the-2022-to-2023-School-Year.pdf | 1 hr. | | Before school begins – new Annually by Jan 31 - returning | |
| Meal Patterns | C, CA, HV, Sisseton T, Mobridge TA, EC | SD Bright Track https://nesdhs.org/wp-content/uploads/2022/07/CACFP-Trainings-Required-for-the-2022-to-2023-School-Year.pdf | 1 hr. | | By Sept. 30 th —new Annually by Jan 31 - returning | |

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| Meal Counting, Claiming and Documentation | C, CA, H V, Sisseton T, Mobridge TA, EC, Office Manager | SD Bright Track https://nesdhs.org/wp-content/uploads/2022/07/CACFP-Trainings-Required-for-the-2022-to-2023-School-Year.pdf | 1 hr. | | By Sept. 30 th —new Annually by Jan 31 - returning | |
| On-line Programs to sign into: | Managers, Coordinators, T, HV, TA | Child Plus / myTeachingStrategies / Conscious Discipline / SecondStep / myTeachstone | | | 1 week _____ | |
| App Resources to sign up for: | EC T HV | Ready – DLL ELOF to Go | | | Optional - resources | |
| DIAL4 Assessment Training | EC | Training Binder and DVD from Ed Mgr | 2 hr. | Video of DIAL: https://www.youtube.com/watch?v=Lxj4tcs_9IQ | 1 week _____ | |
| ASQ Training | EC | https://www.youtube.com/watch?v=zBb_dXH4i0k | 1.25 hrs. | | 1 week _____ | |
| Supervision Training | EC | On-line through Fred Pryor – sign up with EM | 2 hr. | | 1 week _____ | |
| Classroom Management | EC, T, TA, CA, BD, HV, HVA | Addressing Challenging Behaviors in Early Childhood: https://www.youtube.com/watch?v=AlPCXoJ5KzQ&t=329s | 1 hr. | | 1 week _____ | |
| | | Challenging Behavior and Positive Discipline: https://www.youtube.com/watch?v=Zs17z9wQ4Cw | 45 min. | | 1 week _____ | |
| Leadership | M, EC, FSC | 5 Part Series - | | | | |
| | | Responsive Relationships: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leadership-building-foundation-responsive-relationships#:~:text=This%20five%2Dpart%20series%20introduces,%2C%20Reflective%20Dialogue%2C%20and%20Recognition Slides: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-early-learning-leadership-responsive-relationships-ppt.pdf | 1 hr. | | 1 week _____ | |
| | | Explaining the Reason: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-explaining-reason-practices-policies | 1 hr. | | 1 month _____ | |

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| | | <p>SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5Rs-ELL-explaining-reason-practices-policies-slides.pdf</p> <p>ACTIVITY SHEET: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5Rs-ELL-explaining-reason-practices-policies-why-activity.pdf</p> | | | | |
| | | <p>Using Resources: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-using-resources-support-program-quality</p> <p>SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-resources-to-support-program-quality-slides.pdf</p> <p>SMART GOALS HANDOUT: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-resources-to-support-program-quality-smart-goals-handout.pdf</p> <p>WHO WHAT AND HOW OF RESOURCES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-resources-to-support-program-quality-who-what-how-handout.pdf</p> | 1 hr. | | 2 months _____ | |
| | | <p>Reflective Dialogue: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-embedding-reflective-dialogue</p> <p>SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-embedding-reflective-dialogue-slides.pdf</p> <p>OVERVIEW: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-embedding-reflective-dialogue-handout.pdf</p> | 1 hr. | | 3 months _____ | |
| | | <p>Recognition: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-providing-meaningful-recognition-staff</p> <p>SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-recognition-for-staff-slides.pdf</p> <p>HANDOUT: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachm ents/ems-5rs-recognition-for-staff-handout.pdf</p> | 1 hr. | | 4 months _____ | |
| Child Abuse & Neglect Prevention | All | <p>https://apps.sd.gov/SS60ReporterVideoTr aining/Introduction.aspx</p> <p>Begin Video - Fill in credentials – start training</p> | 2 hrs. | <p>NESD Policy: https://nesdhs.org/wp-content/uploads/2021/03/Reporting-Child-Abuse-Neglect.pdf</p> <p>Report Form: https://nesdhs.org/wp-content/uploads/2018/09/Reporting-Child-Abuse-Neglect.pdf</p> | 1 month _____ | |

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| VIBE Smartboard Training | T | <p>Smartboards/VIBE: Training from 1.21.22 https://youtu.be/kHW5K27_DRQ</p> <p>Linking to One Cloud and Google Drive: https://www.youtube.com/watch?v=L1dxhc0tdFM</p> <p>Linking your laptop or surface to screen mirror: https://www.youtube.com/watch?v=3dbezYzTGhY</p> | 2 hrs. | <p>Quick Start Guide: https://knowledge.vibe.us/quick-start-guide</p> <p>YouTube Vibe Channel: https://www.youtube.com/channel/UCSdzW8og6llwHl2b0YmXj2A</p> <p>User's Manual: https://f.hubspotusercontent10.net/hubfs/5698963/Vibe%20User%20Manual.pdf</p> <p>Vibe Help Center: https://knowledge.vibe.us/</p> | 1 month _____ | |
| Creative Curriculum Orientation Videos | EC T HV | www.teachingstrategies.com / Develop / My Courses – Print certificate – turn in to office | | 5 Books myTeaching Strategies - TSCLOUD | | |
| | | Creative Curriculum for Preschool, Foundation | 10 hrs. | | 1 month _____ | |
| | | Creative Curriculum for Preschool, Daily Resources | 10 hrs. | | 1 month _____ | |
| | | Using Positive Guidance for an Inclusive, Collaborative Classroom | 10 hrs. | | 1 month _____ | |
| Creative Curriculum Orientation Videos | EC T | www.teachingstrategies.com / Develop / My Courses – Print certificate – turn in to office | | 5 Books myTeaching Strategies - TSCLOUD | | |
| | | The First Six Weeks of Preschool | 5 hrs. | | 1 month _____ | |
| | | Getting Started with Studies | 5 hrs. | | 1 month _____ | |
| Second Step Curriculum | EC, T, HV | <p>secondstep.com</p> <p>Get user name/password from Ed Mgr.</p> <p>Log in / My Dashboard / Start Training</p> | 15 hrs. | Second Step Book | 1 month _____ | |
| Home Visiting Series | EC, HV | <p>https://eclkc.ohs.acf.hhs.gov/family-engagement/article/home-visiting-series</p> <p>(17-part series over first year of employment)</p> | 20 hrs. | <p>Home Visitor's Online Handbook</p> <p>https://eclkc.ohs.acf.hhs.gov/program-planning/home-visitors-</p> | <p>Begin within 1 month _____</p> <p>Complete within 1 year _____</p> | |

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| | | | | handbook/home-visitors-online-handbook | | |
| Ready Rosie | FSC EC | Basics of Ready Rosie: https://readyrosie.helpscoutdocs.com/article/69-training-for-teachers-the-nuts-and-bolts-of-readyrosie | 45 min | | 1 month _____ | |
| | | Review Training – Link from ZOOM https://teachingstrategies.zoom.us/rec/share/gKFSm6dmpgoiL7a_f9bXwaLh5zJGKsMbagUxnRLOuEb1O5xMMPBoG0Ttl-y1H3A.qpm2fNZFgQwZpxJa Passcode: Jr^65E+U | 45 min | | 1-6 months _____ | |
| Ready Rosie | T, HV | www.teachingstrategies.com / Develop / My Courses – Print certificate – turn in to office | | | | |
| | | Getting to Know Ready Rosie | 1.5 hrs. | | 3 months _____ | |
| CPR | T, TA, HV, HVA, BD | NESD – specific classes and trainer – set up with trainer | | | 3 months _____ | |
| ERSEA | Office Manager, FSM, FSC | ECLKC Training: https://eclkc.ohs.acf.hhs.gov/eligibility-ersea | | Attendance Policy: https://nesdhs.org/wp-content/uploads/2017/01/Attendance-Policy-Updated.pdf | | |
| Child Assessment Teacher Orientation Videos | EC, T, HV | www.teachingstrategies.com / Develop / My Courses – Print certificate – turn in to office | | | 6 months _____ | |
| | | Objectives for Development and Learning | 10 hrs. | | | |
| | | GOLD Introduction | 2 hrs. | | | |
| | | The Power of GOLD | 2 hrs. | | | |
| In-Kind | All | Links to overview, sample forms, etc.: https://nesdhs.org/wp-content/uploads/2022/07/In-Kind-Training-New-Staff.pdf | | | 6 months _____ | |
| | | Head Start Training on In-Kind | | | | |

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| | | https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/documenting-kind-contributions | | | | |
| myTeachingStrategies | EC, T, HV | www.teachingstrategies.com / Develop / My Courses – Print certificate – turn in to office | | | 6 months _____ | |
| | | Introducing myTeachingStrategies | 2 hrs. | | | |
| | | Implementing GOLD into myTeachingStrategies | 10 hrs. | | | |
| Introduction to the CLASS tool | EC, T, TA, CA | myTeachstone.com Get username/password from EdMgr. Log in / Dashboard / Learning Resources / Search each; “Learn about: | 2 hrs. 15 min | https://info.teachstone.com/free-teacher-resources https://nesdhs.org/wp-content/uploads/2022/07/5.4CLASSSummaryPreschool.pdf | 6 months _____ | |
| | | Positive Climate | 15 min | | | |
| | | Teacher Sensitivity | 15 min | | | |
| | | Regard for Student Perspective | 15 min | | | |
| | | Behavior Management | 15 min | | | |
| | | Productivity | 15 min | | | |
| | | Instructional Learning Formats | 15 min | | | |
| | | Concept Development | 15 min | | | |
| | | Quality of Feedback | 15 min | | | |
| | | Language Modeling | 15 min | | | |
| CPI – Crisis Prevention Intervention | All | NESD – specific classes and trainer – set up with trainer | 7-14 hrs. | CPI training booklet | 6 months _____ | |
| CC Interrater Reliability Test | EC, T, HV | myTeachingStrategies – Develop – Go to Product Tutorials - Preschool – “Exploring Interrater Reliability” | 1.5 hrs. | | 6 months _____ | |
| | | Interrater Reliability Test – myTeachingStrategies, Preschool-Pre-K | 3 hrs. | | 6 months _____ | |

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| | | Develop – Interrater Reliability | | | | |
| Professionalism | M, EC, FSC, T, HV | On-line through Fred Pryor – sign up with EM | 1 hr. | | 6 months _____ | |
| Implementing Curriculum with Fidelity | EC, T, HV | https://eclkc.ohs.acf.hhs.gov/video/implementation-curriculum-fidelity | | CC Fidelity Tool Booklet | After 1 year _____ | |
| Class Dojo | | May use in future | | | | |
| Children with Special Needs | EC, T, TA, CA, HV | 11 In-Service Suites https://eclkc.ohs.acf.hhs.gov/children-disabilities/article/highly-individualized-teaching-learning | 5 hrs. | Fact Sheets about specific disabilities: https://www.parentcenterhub.org/specific-disabilities/ | 1 year _____ | |
| DLL | EC, T, TA, CA, HV | Early Literacy for DLL: https://partnershipsforearlylearners.org/2019/06/03/supporting-early-literacy-dual-language-learners/ And video: https://www.youtube.com/watch?v=LBWXBMSI31E&t=120s | 5 hrs. | Fact Sheets and tips on DLL: https://eclkc.ohs.acf.hhs.gov/culture-language/article/teachers-caregivers-family-service-staff-support-children-who-are-dual-language-learners | 1 year _____ | |
| Diversity /Cultural Responsiveness | All Staff | https://eclkc.ohs.acf.hhs.gov/video/elevating-cultural-responsiveness-effective-teaching-practices | 1 hr. | | 1 year _____ | |
| Anti-bias | All Staff | https://eclkc.ohs.acf.hhs.gov/video/anti-bias-teaching-learning-environments-head-start-early-head-start-programs | 1.5 hrs. | | 1 year _____ | |
| Anti-bias for Home Visitors | EC, HV | https://eclkc.ohs.acf.hhs.gov/video/resources-strategies-promote-anti-bias-teaching-home-visiting-practices | 1 hr. | | 1 year _____ | |
| Coaching | EC | Set up through Region VIII Rep – Lorine Horvath | | | Complete within 1 year _____ | |
| Conscious Discipline | All | Conscious Discipline Company - sign up through Education Manager | 32 hrs. | On-line resources | 1 year _____ | |
| Serv-Safe | C, CA | Set up with Nutrition Manager (course and testing) | 8 hrs. | | 1 year _____ | |
| Conscious Discipline E-course | FSC EC | Conscious Discipline Company - sign up through Education Manager | 10 hrs. | | 1 year _____ | |

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| Coaching – Practice-Based Coaching | EC | Regional Training – set up with EM | 16 hrs. | | 1 year _____ | |
| Coaching – TLCs | EC | Regional Training – set up with EM | 16 hrs. | | 1 year _____ | |
| CLASS – Observer Certification | EC | Regional Training – set up with EM (course and testing) | 32 hrs. | | 1 year _____ | |
| Finance Laws and Head Start Procedures | Business Manager | Wipfli | | | 1 year _____ | |

Updated 2-23