

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		
Meal Patterns Meal Counting, Claiming and Documentation, Civil Rights	C, CA, HV, Sisseton T, Mobridge TA, EC, Office Manager	Contract Nutrition Manager for Directions			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 _____	
Head Start Early Learning Outcomes Framework B-5	All Staff	https://eclkc.ohs.acf.hhs.gov/video/theres-elof https://www.youtube.com/watch?v=UyGNA5TeKEQ https://eclkc.ohs.acf.hhs.gov/interactive-head-start-early-learning-outcomes-framework-ages-birth-five	1 hr.	ELOF Booklet version at each site	1 month _____	
ELOF Implementation	EM, EC	https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework-implementation-toolkit	2 hr.		1 month _____	
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:	1 hr.		1 month _____	

		https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-explaining-reason-practices-policies SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5Rs-ELL-explaining-reason-practices-policies-slides.pdf ACTIVITY SHEET: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5Rs-ELL-explaining-reason-practices-policies-why-activity.pdf				
		Using Resources: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-using-resources-support-program-quality SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-resources-to-support-program-quality-slides.pdf SMART GOALS HANDOUT: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-resources-to-support-program-quality-smart-goals-handout.pdf WHO WHAT AND HOW OF RESOURCES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-resources-to-support-program-quality-who-what-how-handout.pdf	1 hr.		2 months _____	
		Reflective Dialogue: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-embedding-reflective-dialogue SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-embedding-reflective-dialogue-slides.pdf OVERVIEW: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-embedding-reflective-dialogue-handout.pdf	1 hr.		3 months _____	
		Recognition: https://eclkc.ohs.acf.hhs.gov/video/5rs-early-learning-leaders-providing-meaningful-recognition-staff SLIDES: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-recognition-for-staff-slides.pdf HANDOUT: https://eclkc.ohs.acf.hhs.gov/sites/default/files/video/attachments/ems-5rs-recognition-for-staff-handout.pdf	1 hr.		4 months _____	
Child Abuse & Neglect Prevention	All	https://apps.sd.gov/SS60ReporterVideoTraining/Introduction.aspx Begin Video - Fill in credentials – start training	2 hrs.	NESD Policy: https://nesdhs.org/wp-content/uploads/2021/03/Reporting-Child-Abuse-Neglect.pdf Report Form: https://nesdhs.org/wp-content/uploads/201	1 month _____	

				8/09/Reporting-Child-Abuse-Neglect.pdf		
VIBE Smartboard Training	T	Smartboards/VIBE: Training from 1.21.22 https://youtu.be/kHW5K27_DRQ Linking to One Cloud and Google Drive: https://www.youtube.com/watch?v=L1dxhc0tdFM Linking your laptop or surface to screen mirror: https://www.youtube.com/watch?v=3dbezYzTGhY	2 hrs.	Quick Start Guide: https://knowledge.vibe.us/quick-start-guide YouTube Vibe Channel: https://www.youtube.com/channel/UCSdzW8og6llwHl2b0YmXj2A User's Manual: https://f.hubspotusercontent10.net/hubfs/5698963/Vibe%20User%20Manual.pdf Vibe Help Center: https://knowledge.vibe.us/	1 month _____	
Creative Curriculum Orientation Videos	EC T HV	www.teachingstrategies.com / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Preschool/ 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 / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Preschool/ 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	secondstep.com Get user name/password from Ed Mgr. Log in / My Dashboard / Start Training	15 hrs.	Second Step Book	1 month _____	

Home Visiting Series	EC, HV	https://eclkc.ohs.acf.hhs.gov/family-engagement/article/home-visiting-series (17-part series over first year of employment)	20 hrs.	Home Visitor's Online Handbook https://eclkc.ohs.acf.hhs.gov/program-planning/home-visitors-handbook/home-visitors-online-handbook	Begin within 1 month _____ Complete within 1 year _____	
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.gpm2fNZFgQwZpxJa 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 / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Preschool / 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 https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/documenting-kind-contributions				
myTeachingStrategies	EC, T, HV	www.teachingstrategies.com / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Preschool / 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	www.teachingstrategies.com / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Preschool/ Exploring Interrater Reliability / Print certificate – turn in to office	1.5 hrs.		6 months _____	
		Interrater Reliability Test – myTeachingStrategies, Preschool-Pre-K Develop – Interrater Reliability	3 hrs.		6 months _____	
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 _____	
		www.teachingstrategies.com / the Hub / Professional Development / Quorum eLearning Platform / Course Catalog – Teaching Strategies Solutions / Print certificate – turn in to office				
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, T	Conscious Discipline Company - sign up through Education Manager	10 hrs.		1 year _____	
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 7-23

Many more training opportunities for staff at:

Develop / Quorum eLearning Platform - <https://my.teachingstrategies.com/>

Early Childhood Learning and Knowledge Center – (ECLKC) - <https://eclkc.ohs.acf.hhs.gov/>