

2009-2010 Anchorage School District Required and Mandatory Trainings

Enroll in these trainings in MLP to ensure credit. Submit this form, along with a copy of your MLP Portfolio to your supervisor at your first evaluation conference. Gray trainings are school based in MLP and should be "Marked Complete" upon completion. Other trainings may be assigned as necessary by the School District or Department Supervisor.

Date	Training Topic	Offered by
ALL STAFF		
	ASD New Employee Orientation -Ethics/Customer Service/Safety/EEO/District Connection	ASD Staff – For all <u>new</u> employees Sign up on MLP
	Hazardous Communications (Haz-Com)/Safety In the Workplace <i>ASDTube</i>	Online - Reported on MLP - Annual
	Infectious Disease (Pre requisite) / Blood Borne Pathogens - 2 sessions <i>ASDTube, MLP File Library, or ASD Risk Management Website</i>	Your Supervisor or Online - Reported on MLP - Annual
	Child Abuse Recognition & Reporting	Your Supervisor - Reported on MLP - Annual
	Child Find	Your Supervisor - Reported on MLP - Annual
	EEO: Anti-Harassment, Anti-Discrimination, 504, and Student Boundaries	Your Supervisor - Reported on MLP - Annual
	Emergency Action Plan Training/School Crisis Plan	Your Supervisor - Reported on MLP - Annual
	Access to Employee Exposure and Medical Records	Online - Reported on MLP - one time only
	Incident Reporting and Record Keeping	Online (one time only)
	Fetal Alcohol Spectrum Disorder (FASD) <i>Contact TPD to request User Name and Password</i>	Online State EED (Teachers - one time only) Reported on MLP
	Walkways and Working Surfaces (slips, trips, and falls)	Online – Sign up on MLP (coming soon)
	SDFS (Safe & Drug Free Schools): Drug / Alcohol / Violence Prevention	SDFS - Sign up on MLP (New Teachers)
	Evaluation Process	Your Supervisor - Annual
	Automatic Defibrillator/CPR/First Aid (Totem AA's, Others are optional – Contact Health Services for more info)	Health Services – As necessary
CERTIFICATED STAFF		
	HQT - Highly Qualified Teacher Form(s)	Teacher (Accountability)
	NHQ (Not Highly Qualified Plan)	Teacher & Principal (Accountability)
	Laboratory Safety (Chemistry Teachers)	Principal / Risk Management
	Storage and Handling of LP Gas (Pottery Teachers)	Risk Management
	Personal Protective Equipment (Science Teachers)	Your Supervisor
	Storage and Handling of LP Gas (Welding Teachers)	Risk Management
SPECIAL EDUCATION TEACHERS		
	Special Education Public Accountability -IEP Content and IEP Program Navigation -Statewide Assessments for Students with Disabilities -WJIII / Eligibility Assessments (New ECE teachers)	ONLINE DEED <i>Special Ed STEP Dept to request User Name and Password</i> SPED STEP
VOCATIONAL EDUCATION TEACHERS		
	Lockout / Tagout (Before using equipment) Personal Protective Equipment (Before using equipment) Respiratory Protection (Annual refresher)	Risk Management Risk Management/Your Supervisor Your Supervisor

I acknowledge that I have completed the above mandatory/district required trainings on the dates I have indicated. I understand the trainings are not recorded as official until I **mark complete** in MyLearningPlan

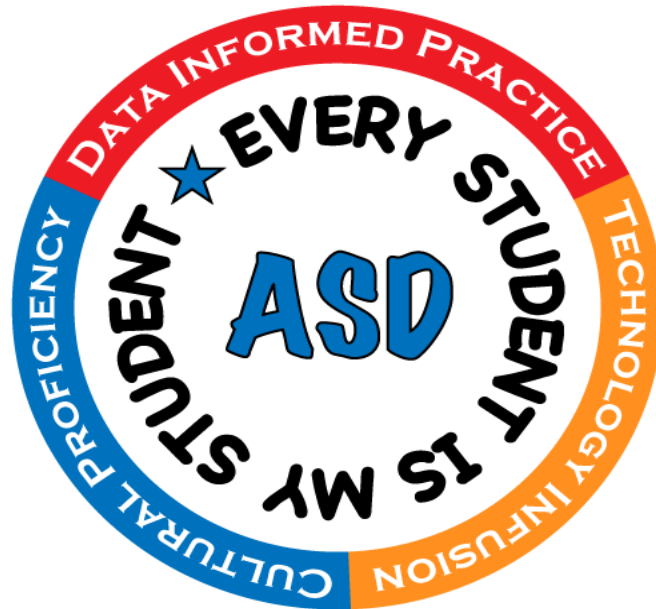
Name: _____ Date: _____

Signature: _____

2009-2010 School Year Inservice Plan

2009-2010 School Year Inservice Plan	8/13/2009 Thursday Teachers Report	8/14/2009 Friday X-District Curricular	8/17/2009 Monday	8/18/2009 Tuesday	10/30/2009 Friday AM (1/2 day)	3/26/2010 Friday AM (1/2 day)
Elementary Division	x	8:30 AM - 3:30 PM X-District Curricular (see Attached)	8:30 PM-12:30 PM Principal Develops Inservice Training and inputs into MLP using the Activity Proposals: SRT Inservice Form PM: 1-4 pm Data Analysis or Zangle	8:30 PM-12:30 PM **Mandatory Training PM: 1-4 pm Data Analysis or Zangle	8 AM-Noon Principal Develops Inservice Training and inputs into MLP using the Activity Proposals: SRT Inservice Form	
Middle Level Division	x	<u>8 AM - 4 PM</u> X-District Curricular (see Attached)	<u>8:30 AM-3:30 PM</u> Principal Develops Inservice Training and inputs into MLP using the Activity Proposals: SRT Inservice Form	<u>8:30 PM-12:30 PM</u> **Mandatory Training PM: 1-4 pm Data Analysis	8 AM-Noon Principal Develops Inservice Training and inputs into MLP using the Activity Proposals: SRT Inservice Form	
High School Division	x	<u>7 AM-2:30 PM</u> X-District Curricular (see Attached)	<u>7 AM-2:30 PM</u> Increasing Graduation Rates	<u>8:30 PM-12:30 PM</u> **Mandatory Training PM: 1-4 pm <u>Data Analysis</u>	7-11 AM Principal Develops Inservice Training and inputs into MLP using the Activity Proposals: SRT Inservice Form	
Health Services Program	x	<u>8 AM - 4 PM</u> Nurses and Health Treatment Nurse Child Services Training Mandatory Training Updates @ Board Room	<u>8 AM - 4 PM</u> Nurses and Health Treatment Nurse CPR Refresher Open Enrollment @ Board Room			
All Schools	**Mandatory training on this day and throughout the school year on an on-going basis for new hires. (Mandatory Training: Child Abuse Reporting, Child Find, EEO, Emergency Action Plan, Blood Borne, Hazcom: Site Based/ASDTube)					
All Employees are required to "Mark Complete" their mandatory trainings in MyLearningPlan to receive credit for the trainings by 9/15/2009						

Revised 6/9/2009



X District In-service Map of Activities by Group
August 14, 2009, 8 a.m. to 3:30 p.m.
Lunch: One Hour

Department	Location: HS	Location: MS	Location: Elem
Library	Bartlett	Bartlett	Bartlett
Music	East (Music Suite)	East (Music Suite)	
Art/K-12	Dimond	Dimond	Dimond
Math	East	East	
Science	East	East	
Language Arts	Bartlett	Bartlett	
PE	Bartlett	Dimond	Begich
World Languages	Dimond	Dimond	
Social Studies	Dimond	Dimond	
Career & Tech. Ed.	KCC	KCC	
Health		Dimond	Dimond
Counselors	TBA		
Secondary Special Ed.	Dena'ina Convention Center	Dena'ina Convention Center	Dena'ina Convention Center
Elementary Spec. Ed.	Dena'ina Convention Center	Dena'ina Convention Center	Dena'ina Convention Center
Related Services	Dena'ina Convention Center	Dena'ina Convention Center	Dena'ina Convention Center
Nurses	ASD Ed Center	ASD Ed Center	ASD Ed Center
ASDHH	ASD Ed Center		
English Lang Learners Dept.	Colaboration with all content areas.		
Indian Ed. Program	Co-present with PE and other content areas.		