

Millville Public School District
2021-2022
GCN TRAINING LIST
NJ Mandatory Training Topics

| CULVER ADMINISTRATION & ADMINISTRATION MSSA Supervisors/Coordinators (follow Culver Admin) | | | | | |
|---|---|---|---------------------------------------|--------------------------|---|
| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
| 1 | School Security/ Safety | No Module Principal leads training | Culver Admin Administration | Annually | Faculty Mtg September |
| 2 | AED / Janet's Law | No Module MERT | Culver Admin Administration | Annually | Faculty Mtg September |
| 3 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | Culver Admin Administration | Annually | 9/17/2021 |
| 4 | Harassment, Intimidation, and Bullying (34 min & 50 min) | Anti-Bullying Bill of Rights & Cyberbullying | Administration | Annually | 9/17/2021 |
| 5 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | Culver Admin Administration | Annually | 9/17/2021 |
| 6 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | Culver Admin Administration | Annually | 10/1/2021 |
| 7 | Digital Security & Protection (15 min) | Digital Security & Protection | Culver Admin Administration | Annually | 10/1/2021 |
| 8 | Professionalism (13 min) | Professionalism | Culver Admin Administration | Annually | 10/15/2021 |
| 9 | Affirmative Action, Non- Discrimination, Equity (22 min) | Sexual Harassment | Culver Admin Administration | Annually | 10/29/2021 |
| 10 | Asthma (18 min) | Asthma | Administration | Annually | 10/29/2021 |
| 11 | Paul's Law T.R.U.S.T (23 min) | Epilepsy Services | Administration | Annually | 10/29/2021 |
| 12 | Teen Dating Violence (15 min) | Teen Dating Violence | Only Lakeside & MHS Administration | Annually | 11/12/2021 |
| 13 | Potentially Missing, or Abused | Child Abuse- NJ | Culver Admin Administration | Annually | 11/12/2021 |
| 14 | Confidentiality (14 min) | Confidentiality | Culver Admin Administration | Annually | 11/12/2021 |
| 15 | Gang Awareness (13 min) | Gang Awareness | Culver Admin Administration | Annually | 12/10/2021 |
| 16 | Substance Abuse (12 min) | Alcohol/Drug Awareness | Culver Admin Administration | Annually | 12/10/2021 |
| 17 | Suicide Awareness (16 min) | Suicide Prevention | Administration | Once every 5 years | 12/10/2021 |

**Staff=Teachers, Guidance Counselors, Social Workers
CST/Related Service Providers, Nurses, Athletic Trainer**

| TRAINING TOPIC | | GCN MODULES(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|----------------|--|--|--|------------|---|
| 1 | School Security/ Safety | No Module Principal leads training | Staff | Annually | Faculty Mtg September |
| 2 | AED / Janet's Law | No Module MERT | Staff | Annually | Faculty Mtg September |
| 3 | Professionalism (13 min) | Professionalism | Staff | Annually | 9/17/2021 |
| 4 | Affirmative Action, Non-Discrimination, Equity (22 min) | Sexual Harassment | Staff | Annually | 9/17/2021 |
| 5 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | Staff | Annually | 9/17/2021 |
| 6 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | Staff | Annually | 10/1/2021 |
| 7 | Harassment, Intimidation, and Bullying (34 min & 18 min) | Anti-Bullying Bill of Rights & Cyberbullying | Staff | Annually | 10/1/2021 |
| 8 | Social Media Procedures (12 min) | Social Media Procedures | Staff | Annually | 10/1/2021 |
| 9 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | Staff | Annually | 10/15/2021 |
| 10 | English as a Second Language | English as a Second Lang. | Staff | Annually | 10/29/2021 |
| 11 | Digital Security & Protection (15 min) | Digital Security & Protection | Staff | Annually | 10/29/2021 |
| 12 | Paul's Law – T.R.U.S.T (23min) | Epilepsy Services | Staff | Annually | 10/29/2021 |
| 13 | Asthma (18 min) | Asthma | Staff | Annually | 11/12/2021 |
| 14 | Allergy Management (18 min) | Allergy Management/ Food Allergies | Staff | Annually | 11/12/2021 |
| 15 | Section 504 (20 min) | Section 504 Part | Staff | Annually | 11/12/2021 |
| 16 | ADHD (26 min) | ADHD | Staff | Annually | 12/10/2021 |
| 17 | Confidentiality (14 min) | Confidentiality | Staff | Annually | 12/10/2021 |
| 18 | Slip & Fall Prevention (11 min) | Slip & Fall Prevention | Staff | Annually | 12/10/2021 |
| 19 | FERPA (18 min) | FERPA | Staff | Annually | 1/14/2022 |
| 20 | Fire Extinguishers (21 min) | Fire Extinguishers | Staff | Annually | 1/14/2022 |
| 21 | Gang Awareness (13 min) | Gang Awareness | Staff | Annually | 2/11/2022 |
| 22 | Substance Abuse (12 min) | Alcohol/Drug Awareness | Staff | Annually | 2/11/2022 |
| 23 | Managing Conflict with Angry Parents (17 min) | Conflict | Staff | Annually | 2/11/2022 |
| 24 | Response to Intervention (12 min) | RTI | Teachers, CST Guidance & SW | Annually | 9/30/2021 |
| 25 | Diabetes | Diabetes Awareness | Nurses | Annually | 9/30/2021 |
| 26 | Dyslexia (120 min) | Reading Disabilities/Dyslexia | K-3, Sp. Ed, ESL, Basic Skills, Speech Teachers & LDTC | Annually | 9/30/2021 |
| 27 | Teen Dating Violence (15 min) | Teen Dating Violence | Guidance, Social Workers Nurses | Annually | 9/30/2021 |
| 28 | Autism (23 min) | Autism | Sp Ed Teachers Therapist/Psych | Annually | 9/30/2021 |

Paraprofessionals & P/T Classroom Aides

| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|----------------|---|--|------------------------|------------|---|
| 1 | School Security/ Safety | No Module Principal leads training | All Paras P/T Aides | Annually | Faculty Mtg September |
| 2 | AED / Janet's Law | No Module MERT | All Paras P/T Aides | Annually | Faculty Mtg September |
| 3 | Professionalism (13min) | Professionalism | All Paras P/T Aides | Annually | 9/17/2021 |
| 4 | Affirmative Action, Non-Discrimination, Equity (22 min) | Sexual Harassment | All Paras P/T Aides | Annually | 9/17/2021 |
| 5 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | All Paras P/T Aides | Annually | 9/17/2021 |
| 6 | Paul's Law – T.R.U.S.T (23min) | Epilepsy Services | All Paras P/T Aides | Annually | 10/1/2021 |
| 7 | Playground Supervision (10 min) | Playground Supervision | All Paras P/T Aides | Annually | 10/15/2021 |
| 8 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | All Paras P/T Aides | Annually | 10/29/2021 |
| 9 | Social Media Procedures (12 min) | Social Media Procedures | All Paras P/T Aides | Annually | 10/29/2021 |
| 10 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | All Paras P/T Aides | Annually | 10/29/2021 |
| 11 | Autism (23 min) | Autism | Special Ed Paras | Annually | 11/12/2021 |
| 12 | Digital Security & Protection (15 min) | Digital Security & Protection | All Paras P/T Aides | Annually | 11/12/2021 |
| 13 | Allergy Management (18 min) | Allergy Management/ Food Allergies | All Paras P/T Aides | Annually | 11/12/2021 |
| 14 | Confidentiality (14 min) | Confidentiality | All Paras P/T Aides | Annually | 12/17/2021 |
| 15 | Slip & Fall Prevention (11 min) | Slip & Fall Prevention | All Paras | Annually | 12/17/2021 |
| 16 | Fire Extinguishers (21 min) | Fire Extinguishers | All Paras | Annually | 12/17/2021 |
| 17 | Substance Abuse (12 min) | Alcohol/Drug Awareness | All Paras | Annually | 12/17/2021 |

| IT DEPARTMENT | | | | | |
|-----------------|---|--|----------------|------------|--------------------------------|
| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
| 1 | Affirmative Action, Non-Discrimination, Equity (22 min) | Sexual Harassment | Computer Dept. | Annually | 9/17/2021 |
| 2 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employee | Computer Dept. | Annually | 9/17/2021 |
| 3 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | Computer Dept. | Annually | 9/17/2021 |
| 4 | Blood Borne Pathogens (20 min) | Blood Bourne Pathogens | Computer Dept. | Annually | 10/15/2021 |
| 5 | Social Media Procedures (12 min) | Social Media Procedures | Computer Dept. | Annually | 10/15/2021 |
| 6 | Professionalism (13 min) | Professionalism (Conduct & Appearance) | Computer Dept. | Annually | 10/15/2021 |
| 7 | Digital Security & Protection (15 min) | Digital Security & Protection | Computer Dept. | Annually | 11/12/2021 |
| 8 | Confidentiality (14 min) | Confidentiality | Computer Dept. | Annually | 11/12/2021 |
| 9 | Substance Abuse (12 min) | Alcohol & Drug Awareness | Computer Dept. | Annually | 11/12/2021 |
| CAFETERIA STAFF | | | | | |
| TRAINING TOPICS | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
| 1 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | All Cafeteria | Annually | TBD BY FOOD SERVICE SUPERVISOR |
| 2 | Allergy Management (21 min) | Allergy Management/ Food Allergies | All Cafeteria | Annually | |
| 3 | Back Safety (21 min) (English or Spanish version) | Back Safety | All Cafeteria | Annually | |
| 4 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | All Cafeteria | Annually | |
| 5 | Celiac Disease (6 min) | Celiac Disease | All Cafeteria | Annually | |
| 6 | Civil Rights (16 min) | Civil Rights | All Cafeteria | Annually | |
| 7 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | All Cafeteria | Annually | |
| 8 | Food Safety (22 min) | Food Safety | All Cafeteria | Annually | |
| 9 | General Harassment | General Harassment | All Cafeteria | Annually | |
| 10 | Hand Sanitizing (8 min) | Hand Washing | All Cafeteria | Annually | |
| 11 | Affirmative Action, Non-Discrimination, Equity (22 min) | Sexual Harassment | All Cafeteria | Annually | |
| 12 | Slip & Fall Prevention (21 min) | Slip & Fall Prevention | All Cafeteria | Annually | |

MAINTENANCE WORKERS (ALL COUNCIL 18)

| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|----------------|---|--|---------------|------------|-------------------------|
| | Asbestos (2hrs) New Hires | Asbestos Awareness | Maintenance | Annually | 30 days after hire date |
| 1 | Asbestos (20 min) | Asbestos Refresher | Maintenance | Annually | 8/30/2021 |
| 2 | Back Safety (21 min) (English or Spanish Version) | Back Safety | Maintenance | Annually | 9/30/2021 |
| 3 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | Maintenance | Annually | 9/30/2021 |
| 4 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | Maintenance | Annually | 9/30/2021 |
| 5 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | Maintenance | Annually | 8/30/2021 |
| 6 | Cleaning Chemicals (14 min) | Cleaning Chemicals | Maintenance | Annually | 10/29/2021 |
| 7 | Forklift Safety (21 min) | Forklift Safety | Maintenance | Annually | 10/29/2021 |
| 8 | Affirmative Action, Non Discrimination, Equity (22 min) | Sexual Harassment | Maintenance | Annually | 10/29/2021 |
| 9 | Hand Tool Safety (23 min) | Hand Tool Safety | Maintenance | Annually | 11/12/2021 |
| 10 | Hazard Communications (32 min) | Hazard Communication PEOSH - NJ | Maintenance | Annually | 11/12/2021 |
| 11 | Ladders (13 min) | Ladder Safety | Maintenance | Annually | 11/12/2021 |
| 12 | Lock Out - Tag Out (19 min) | Lock Out- Tag Out | Maintenance | Annually | 12/30/2021 |
| 13 | Proactive Safety (9 min) | Proactive Safety | Maintenance | Annually | 12/30/2021 |

SECRETARIES & EXECUTIVE ASSISTANTS

| TRAINING TOPICS | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|-----------------|--|--|------------------------------------|------------|-----------------|
| 1 | Professionalism (13 min) | Professionalism (Conduct & Appearance) | All Secretaries Executive Asst. | Annually | 9/17/2021 |
| 2 | Confidentiality (14 min) | Confidentiality | All Secretaries Executive Asst. | Annually | 9/17/2021 |
| 3 | Ethics & Boundaries (21 min) | Ethics & Boundaries for School Employees | All Secretaries Executive Asst. | Annually | 9/17/2021 |
| 4 | Managing Conflict with Angry Parents (17 min) | Conflict | All Secretaries | Annually | 9/17/2021 |
| 5 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | All Secretaries Executive Asst. | Annually | 10/15/2021 |
| 6 | Social Media & Procedures (12 min) | Social Media Procedures | All Secretaries Executive Asst. | Annually | 10/15/2021 |
| 7 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | All Secretaries Executive Asst. | Annually | 10/15/2021 |
| 8 | Telephone Etiquette (14min) | Telephone Etiquette | All Secretaries | Annually | 11/12/2021 |
| 9 | Affirmative Action, Non-Discrimination, Equity (22min) | Sexual Harassment | All Secretaries Executive Asst. | Annually | 11/12/2021 |
| 10 | Digital Security & Protection (15 min) | Digital Security & Protection | All Secretaries Executive Asst. | Annually | 11/12/2021 |

| SECURITY AIDES | | | | | |
|----------------|--|--|----------------|------------|----------------------------|
| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
| 1 | Social Media Procedures (12min) | Social Media Procedures | Security Aides | Annually | 9/17/2021 |
| 2 | Ethics & Boundaries (21min) | Ethics & Boundaries | Security Aides | Annually | 9/17/2021 |
| 3 | COVID19 Proper Handwashing (10min) | COVID 19 (CDC) | Security Aides | Annually | 9/17/2021 |
| 4 | Blood Borne Pathogens (20 min) | Blood Borne Pathogens | Security Aides | Annually | 10/15/2021 |
| 5 | Affirmative Action, Non-Discrimination & Equity | Sexual Harassment | Security Aides | Annually | 10/15/2021 |
| 6 | Digital Security & Protection | Digital Security & Protection | Security Aides | Annually | 10/15/2021 |
| 7 | Paul's Law – T.R.U.S.T (23min) | Epilepsy Services | Security Aides | Annually | 11/12/2021 |
| 8 | Professionalism (13 min) | Professionalism (Conduct & Appearance) | Security Aides | Annually | 11/12/2021 |
| 9 | Harassment, Intimidation, & Bullying (34 & 18 min) | Anti-Bullying Bill of Rights & Cyberbullying | Security Aides | Annually | 11/12/2021 |
| 10 | Confidentiality (14 min) | Confidentiality | Security Aides | Annually | 12/17/2021 |
| 11 | Fire Extinguishers (21min) | Fire Extinguishers | Security Aides | Annually | 12/17/2021 |
| 12 | Gang Awareness (13 min) | Gang Awareness | Security Aides | Annually | 12/17/2021 |
| 13 | Substance Abuse (12 min) | Alcohol & Drug Awareness | Security Aides | Annually | 12/17/2021 |

- For login or password inquiries, contact: Maria.Roman@millville.org
- For training questions, contact: Karen.McCafferty@millville.org
- For User Instructions, click link below:

<http://www.millville.org/departments/humanresources/gcntraining>

- GCN Training Link: <http://site.gcntraining.com/>



NEW HIRES ONLY

These modules are in addition to those listed in the section that pertains to your job title

| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|----------------|------------------------------|--|-------------------------------|----------------------|-----------------|
| 1 | Suicide Awareness (16 min) | Suicide Prevention | ALL NEW Admin & Staff | Once every 5 years | |
| 2 | Classroom Management (15min) | Classroom Management Elementary or High School | ALL NEW Teaching Staff | 1 st Year | |

OPTIONAL TRAININGS

| TRAINING TOPIC | | GCN MODULE(S) | WHO NEEDS IT? | HOW OFTEN? | COMPLETION DATE |
|----------------|---|---|---------------|------------|-----------------|
| 1 | Behavioral Interventions (15min) | Behavioral Interventions for Students with Disabilities | Anyone | Optional | N/A |
| 2 | Civil Rights (16 min) | Civil Rights-NJ | Anyone | Optional | N/A |
| 4 | Mental Illness (9 min) | Mental Illness Awareness for Employees | Anyone | Optional | N/A |
| 5 | Needs of Expecting & Parenting Youth (18 min) | Needs of Expecting Parenting Youth | Anyone | Optional | N/A |
| 6 | Conflict Resolution (22 min) | Peer Counseling, Anti-violence & Conflict Resolution Programs | Anyone | Optional | N/A |
| 7 | Seizure Disorders (21 min) | Seizure Disorders | Anyone | Optional | N/A |