Millville Public School District
2020-2021
GCN TRAINING LIST
NJ Mandatory Training Topics

	CULVER ADMINISTRATION & ADMINISTRATION				
	TRAINING TOPIC	**GCN MODULES(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	9/18/2020
4	Harassment, Intimidation, and Bullying (34 min & 50 min)	Anti-Bullying Bill of Rights & Cyberbullying	Administration	Annually	9/18/2020
5	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Culver Admin Administration	Annually	9/18/2020
6	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Culver Admin Administration	Annually	10/13/2020
7	Digital Security & Protection (15 min)	Digital Security & Protection	Culver Admin Administration	Annually	10/13/2020
8	Professionalism (13 min)	Professionalism	Culver Admin Administration	Annually	10/13/2020
9	Affirmative Action, Non-Discrimination, Equity (22 min)	Sexual Harassment	Culver Admin Administration	Annually	10/30/2020
10	Asthma (18 min)	Asthma	Administration	Annually	11/13/2020
11	Teen Dating Violence (15 min)	Teen Dating Violence	Only Lakeside & MHS Administration	Annually	11/13/2020
12	Potentially Missing, or Abused	Child Abuse- NJ	Culver Admin Administration	Annually	12/15/2020
13	Confidentiality (14 min)	Confidentiality	Culver Admin Administration	Annually	12/15/2020
14	Gang Awareness (13 min)	Gang Awareness	Culver Admin Administration	Annually	1/15/2021
15	Substance Abuse (12 min)	Alcohol/Drug Awareness	Culver Admin Administration	Annually	1/15/2021
16	Suicide Awareness (16 min)	Suicide Prevention	Administration	Once every 5 years	1/15/2021

	TRAINING TOPIC	GCN MODULES(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
	Staff=Teachers, Guidance Counselors, Social Workers CST/Related Service Providers & Nurses				
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	9/18/2020
4	Affirmative Action, Non-Discrimination, Equity (22 min)	Sexual Harassment	Staff	Annually	9/18/2020
5	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Staff	Annually	9/18/2020
6	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Staff	Annually	9/18/2020
7	Harassment, Intimidation, and Bullying (34 min & 18 min)	Anti-Bullying Bill of Rights & Cyberbullying	Staff	Annually	9/30/2020
8	Social Media Procedures (12 min)	Social Media Procedures	Staff	Annually	10/13/2020
9	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Staff	Annually	10/13/2020
10	Autism (23 min)	Autism	Special Ed Teachers Therapist/Psych	Annually	10/30/2020
11	Digital Security & Protection (15 min)	Digital Security & Protection	Staff	Annually	10/13/2020
12	Diabetes	Diabetes Awareness	Nurses	Annually	10/30/2020
13	Asthma (18 min)	Asthma	Staff	Annually	11/13/2020
14	Allergy Management (18 min)	Allergy Management/ Food Allergies	Staff	Annually	11/13/2020
15	Dyslexia (120 min)	Reading Disabilities/Dyslexia	K-3, Special Ed, ESL, Basic Skills & Speech Teachers & LDTC	Annually	11/13/2020
16	English as a Second Language	English as a Second Lang.	Staff	Annually	12/15/2020
17	Teen Dating Violence (15 min)	Teen Dating Violence	Guidance Counselors Social Workers Nurses	Annually	12/15/2020
18	Section 504 (20 min & 25 min)	Section 504 Part I & II	Staff	Annually	12/15/2020
19	ADHD (26 min)	ADHD	Staff	Annually	1/15/2021
20	Confidentiality (14 min)	Confidentiality	Staff	Annually	1/15/2021
21	Slip & Fall Prevention (11 min)	Slip & Fall Prevention	Staff	Annually	1/15/2021
22	FERPA (18 min)	FERPA	Staff	Annually	2/19/2021
23	Fire Extinguishers (21 min)	Fire Extinguishers	Staff	Annually	2/19/2021
24	Gang Awareness (13 min)	Gang Awareness	Staff	Annually	3/19/20201
25	Substance Abuse (12 min)	Alcohol/Drug Awareness	Staff	Annually	3/19/2021

Paraprofessionals & P/T Classroom Aides

	TRAINING TOPIC	GCN MODULES(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	School Security/ Safety	No Module Principal leads training	Paras P/T Aides	Annually	Faculty Mtg September
2	AED / Janet's Law	No Module MERT	Paras P/T Aides	Annually	Faculty Mtg September
3	Professionalism (13min)	Professionalism	Paras P/T Aides	Annually	9/18/2020
4	Affirmative Action, Non-Discrimination, Equity (22 min)	Sexual Harassment	Paras P/T Aides	Annually	9/18/2020
5	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Paras P/T Aides	Annually	9/18/2020
6	Playground Supervision (10 min)	Playground Supervision	Paras P/T Aides	Annually	9/18/2020
7	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Paras P/T Aides	Annually	9/18/2020
8	Social Media Procedures (12 min)	Social Media Procedures	Paras P/T Aides	Annually	10/13/2020
9	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Paras P/T Aides	Annually	10/13/2020
10	Autism (23 min)	Autism	All Special Ed Paras	Annually	10/30/2020
11	Digital Security & Protection (15 min)	Digital Security & Protection	Paras P/T Aides	Annually	11/13/2020
12	Allergy Management (18 min)	Allergy Management/ Food Allergies	Paras P/T Aides	Annually	11/13/2020
13	Confidentiality (14 min)	Confidentiality	Paras P/T Aides	Annually	12/15/2020
14	Slip & Fall Prevention (11 min)	Slip & Fall Prevention	Paras	Annually	12/15/2020
15	Fire Extinguishers (21 min)	Fire Extinguishers	Paras	Annually	1/15/2021
16	Substance Abuse (12 min)	Alcohol/Drug Awareness	Paras	Annually	1/15/2021

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	9/18/2020
2	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employee	Computer Dept.	Annually	9/18/2020
3	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Computer Dept.	Annually	9/18/2020
4	Blood Borne Pathogens (20 min)	Blood Bourne Pathogens	Computer Dept.	Annually	10/13/2020
5	Social Media Procedures (12 min)	Social Media Procedures	Computer Dept.	Annually	10/13/2020
6	Professionalism (13 min)	Professionalism (Conduct & Appearance)	Computer Dept.	Annually	11/13/2020
7	Digital Security & Protection (15 min)	Digital Security & Protection	Computer Dept.	Annually	11/13/2020
8	Confidentiality (14 min)	Confidentiality	Computer Dept.	Annually	12/15/2020
9	Substance Abuse (12 min)	Alcohol & Drug Awareness	Computer Dept.	Annually	1/15/2021

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	9/18/2020
2	Back Safety (21 min) (English or Spanish Version)	Back Safety	Maintenance	Annually	9/18/2020
3	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Maintenance	Annually	9/18/2020
4	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Maintenance	Annually	9/18/2020
5	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Maintenance	Annually	10/13/2020
6	Cleaning Chemicals (14 min)	Cleaning Chemicals	Maintenance	Annually	10/13/2020
7	Forklift Safety (21 min)	Forklift Safety	Maintenance	Annually	10/13/2020
8	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Maintenance	Annually	9/18/2020
9	Hand Tool Safety (23 min)	Hand Tool Safety	Maintenance	Annually	11/13/2020
10	Hazard Communications (32 min)	Hazard Communication PEOSH - NJ	Maintenance	Annually	11/13/2020
11	Ladders (13 min)	Ladder Safety	Maintenance	Annually	12/15/2020
12	Lock Out - Tag Out (19 min)	Lock Out- Tag Out	Maintenance	Annually	12/15/2020
13	Proactive Safety (9 min)	Proactive Safety	Maintenance	Annually	1/15/2021

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	9/18/2020
2	Confidentiality (14 min)	Confidentiality	All Secretaries Executive Asst.	Annually	9/18/2020
3	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	All Secretaries Executive Asst.	Annually	9/18/2020
4	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	All Secretaries Executive Asst.	Annually	9/18/2020
5	Social Media & Procedures (12 min)	Social Media Procedures	All Secretaries Executive Asst.	Annually	10/13/2020
6	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	All Secretaries Executive Asst.	Annually	10/13/2020
7	Telephone Etiquette (14min)	Telephone Etiquette	All Secretaries	Annually	11/13/2020
8	Affirmative Action, Non-Discrimination, Equity (22min)	Sexual Harassment	All Secretaries Executive Asst.	Annually	11/13/2020
9	Digital Security & Protection (15 min)	Digital Security & Protection	All Secretaries Executive Asst.	Annually	12/15/2020

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	9/18/2020
2	Ethics & Boundaries (21min)	Ethics & Boundaries	Security Aides	Annually	9/18/2020
3	COVID19 Proper Handwashing (10min)	COVID 19 (CDC)	Security Aides	Annually	9/18/2020
4	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Security Aides	Annually	10/13/2020
5	Affirmative Action, Non-Discrimination & Equity	Sexual Harassment	Security Aides	Annually	9/18/2020
6	Digital Security & Protection	Digital Security & Protection	Security Aides	Annually	10/13/2020
7	Professionalism (13 min)	Professionalism (Conduct & Appearance)	Security Aides	Annually	11/13/2020
8	Harassment, Intimidation, & Bullying (34 & 18 min)	Anti-Bullying Bill of Rights & Cyberbullying	Security Aides	Annually	11/13/2020
9	Confidentiality (14 min)	Confidentiality	Security Aides	Annually	12/15/2020
10	Fire Extinguishers (21min)	Fire Extinguishers	Security Aides	Annually	12/15/2020
11	Gang Awareness (13 min)	Gang Awareness	Security Aides	Annually	1/15/2021
12	Substance Abuse (12 min)	Alcohol & Drug Awareness	Security Aides	Annually	1/15/2021

	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	9/30/2020
2	Classroom Management (15min)	Classroom Management Elementary or High School	ALL NEW Teaching Staff	1st Year	9/30/2020
	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

For User Instructions or Password Inquiries, Please go to:

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

GCN Training Link: http://site.gcntraining.com/