

HISD Professional Development Requirements 2024-25

**The Clearinghouse marked certain trainings with astericks to indicate that a lot of guidance suggests the training be done annually.

Topic	Statutory/Policy	Who	Recommended Frequency	Training Method
Continuing Education and Training Clearinghouse - Topics Outlined in SB 1267				
Suicide Prevention	SB 1267, DMALegal, TASB School District Training Chart & Education Code	All staff	Job embedded or as part of a PLC OR *Annually	Vector (41 min)
Strategies for establishing and maintaining positive relationships among students, including conflict resolution	SB 1267, DMALegal, and TASB School District Training Chart	Teachers, school counselors, principals, and all other appropriate personnel	Job embedded or as part of a PLC OR *Annually -- TASB says in accordance with local policy.	Project Restore online trainings completed by all staff upon being hired, Conscious Discipline and Handling Upset trainings throughout the school year, partnership with Communities in Schools, Trauma Informed Care with Shannon Fletcher during Inservice 2024
Preventing, identifying, and responding to, and reporting incidents of bullying (Student-on-Student Bullying and Harassment is specifically listed in TASB's document)	SB 1267, DMALegal, and TASB School District Training Chart	Teachers, school counselors, principals, and all other appropriate personnel	Job embedded or as part of a PLC OR *Annually	Bullying: Recognition and Response - Texas (63 min), Cyberbullying (24 min)
Safety Training Program (also called Extracurricular Activity Safety Training)	SB 82, SB 1267 and DMALegal	Coaches, trainers, sponsors for an extracurricular activity, director responsible for school marching band	Job embedded or as part of a PLC OR *Annually	https://www.uiltexas.org/health/safety-training-requirements https://www.uiltexas.org/uil-portal-method
Increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children	SB 1267, DMALegal, and TASB School District Training Chart	All employees	Job embedded or as part of a PLC OR *Annually part of new employee orientation	Vector - Human Trafficking (60 min) and Child Abuse-Mandatory Reporting Texas version (35 min). District policies addressing these topics must be distributed to all school employees at the beginning of each school year. The policies must also be addressed in staff development programs at regular intervals determined by the board of trustees.

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Continuing Education and Training Clearinghouse - Topics Outlined in SB 1267				
Increasing awareness and implementation of trauma-informed care	SB 1267, DMA Legal, and TASB School District Training Chart	All employees	Job embedded or as part of a PLC OR *Annually part of new employee orientation - says on a schedule adopted by TEA (can't find that)	Currently use TEA's Project Restore - one time training (6 videos - around 6 hours), CIS In addition, all staff will be trained during Inservice 2024.
Administration of an epinephrine auto-injector	SB 1267 and TASB School District Training Chart	School personnel who are authorized and trained	Job embedded or as part of a PLC OR *Annually	Vector's online training (14 min) and hands-on practice with our district nurse (2 minutes).
Instructional Programs				
Gifted and Talented Education	DMA Legal and TASB School District Training Chart	Teachers who provide instruction and services for gifted students	Teachers have to receive 30 core hours, and then an annual update of six hours. Admin and counselors who make program decisions have a minimum of six hours of PD that includes nature and needs of G/T students and program options. Teachers who do not have the required initial training must complete the training within one semester of beginning to provide G/T instruction.	Region IX
Language Proficiency Assessment Committee (LPAC)	TASB School District Training Chart based on Texas Education Code	Members of the LPAC	As needed	Districts are responsible for the orientation and training of all members, including parents, of the LPAC. Districts must have on file policy and procedures for the selection, appointment, and training of members of the LPAC.
Test Administration Training	DMA Legal and TASB School District Training Chart	District employee who oversees administration of assessment instruments-that person can require other employees to be trained (campus coordinators and possibly others)	Annually	Region IX

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Instructional Programs				
Texas English Language Proficiency Assessment System Training	DMA Legal and TASB School District Training Chart	Testing Coordinator has the authority to require other employees to complete training or online calibration activities	As decided by the testing coordinator	TEA
Student Records (FERPA)	TASB School District Training Chart based on Texas Education Code	All persons collecting or using personally identifiable information of students	As needed (typically do this annually as a reminder)	Will train in person and only use Vector -17 min video if someone needs extra training.
Teacher Literacy Achievement Academies (Reading Academies)	DMA Legal and TASB School District Training Chart	Teachers and principals for K-3rd grades, Required for teachers in 6-8 grade levels at a campus failing an achievement indicator because of the reading assessment	Once	Region IX
Student Health and Safety				
Automated External Defibrillators & CPR and First Aid	DMA Legal and TASB School District Training Chart	School nurse, athletic coach or sponsor, PE instructors, marching band director, cheerleading coach must participate in AED and CPR instruction and receive and maintain certification in the use of an AED from the American Heart Association or the American Red Cross, etc.	Annually	Must submit proof of training to the district - OSTC

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Student Health and Safety				
Steroids	DMA Legal and TASB School District Training Chart	Employees who serve as an athletic coach at or above the 7th grade level for an extracurricular, UIL activity	Annually	Educational program developed by UIL
Concussions	DMA Legal and TASB School District Training Chart	Coach, athletic trainers, school nurse or licensed health-care professional	At least once every 2 years, prior to appointment or approval as a member of the concussion oversight team	Coaches - UIL program, athletic trainers and nurses through their licensing authority
Seizure Recognition and Related First Aid	DMA Legal and TASB School District Training Chart	School nurse, employees whose duties include regular contact with students - Nurse feels that everyone needs this overview training. She'll train personnel who care for students with known disorders more thoroughly.	As needed - maybe this year and then just new staff or on a rotating basis? Still discussing.	TEA-approved online course - Vector - 29 min or a ppt. training in person - leadership team will decide.
Coordinated Health Program	TASB School District Training Chart based on Texas Education Code	Employees the district determines necessary to implement TEA's coordinated Health Program	As needed, based on the schedule adopted by TEA for regional educational service centers to provide training	
Bloodborne Pathogens	TASB School District Training Chart based on Texas Education Code - Texas Health & Safety Code	All employees who have a risk of exposure to blood or other material potentially containing bloodborne pathogens	Pre-Service and Annual refresher	Vector - 21 minutes
Food Allergy Training	Covered under Student Welfare			

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Student Health and Safety				
Diabetes Training	TASB School District Training Chart based on Texas Education Code	Employees acting as unlicensed diabetes care assistants	Before the beginning of the school year or as soon as practicable after a diabetic student enrolls (if staff not already trained)	District Nurse or health care professional with expertise in the care of persons with diabetes
Threat Assessment Team and Safe and Supportive School Team Training	TASB School District Training Chart based on Texas Education Code	Members of board-established threat assessment teams (TAT) and safe and supportive school teams (SSST)	In accordance with administrative rules	Texas School Safety Center or Regional Service Center
Special Education				
SPED Training/General Education Teacher Implementing IEP - IDEA	DMA Legal and TASB School District Training Chart	Educators who work primarily outside the area of SPED	Job embedded or as part of a PLC OR *Annually	Clay Jack SSA Personnel - training during inservice
Use of Restraint with SPED students and Use of Time-Out with SPED Students	See Student Discipline			
Students with Disabilities				
504 Training	DMA Legal and TASB School District Training Chart	Educators who provide services to 504 students	Job embedded or as part of a PLC OR *Annually	District Student Support Services Coordinator
Dyslexia Trainings for School Employees	TASB School District Training Chart based on Texas Education Code	Teachers who screen and treat students with dyslexia	As needed - we've been doing it annually, but will check on needed frequency.	District - using State Board of Education's Dyslexia Handbook. A district training has been developed and is uploaded on Vector. Completion of a TALA (Reading Academy) satisfies this training requirement. All teachers will complete the online Vector training in 2024.
Dyslexia Education for Parents including a link to the electronic version of the State's Dyslexia Handbook	TASB School District Training Chart based on Texas Education Code	Parents and guardians of students with dyslexia and related disorders	As needed - we've been doing it annually, but will check on needed frequency.	District

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Student Discipline				
Chapter 37 Discipline Training	DMA Legal	Administrators in charge of discipline	Once every 3 years	Region IX
Use of Restraint with SPED students	TASB School District Training Chart based on Texas Education Code	Core team on each campus including principal or designee, general or SPED personnel likely to use restraint, including in an emergency	Annually (based on the program we use), but within 30 days following the use of restraint by any untrained personnel called upon to use restraint in an emergency	Handle with Care - verbal portion through Region IX, physical portion through Clay Jack SSA
Use of Time-Out with SPED Students	TASB School District Training Chart based on Texas Education Code	General or SPED education personnel who implement time-out based on a student's IEP or BIP	As needed and within 30 school days of an employee being assigned the responsibility for implementing time-out	SPED Training during inservice
Positive Behavior Intervention and Support Strategies, including classroom management, district discipline policies, and the Student Code of Conduct	TASB School District Training Chart based on Texas Education Code	Optional Staff Development	As needed	Project Restore, Conscious Discipline, CIS, CKH- Leadership team will discuss campus/district specific trainings which might include PBIS, TBSI, Restorative Justice/Practices; could provide Student Code of Conduct on Vector to have them read and sign off on
Student Welfare				
Sexual Abuse, Sex Trafficking, and Matreatment Training, Student-on-Student Bullying and Harassment, and Suicide Prevention	Covered under the Clearinghouse SB 1267 section			

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Student Welfare				
Title IX Sexual Harassment Training	TASB School District Training Chart based on Texas Education Code	Title IX Coordinator, and individual designated as an investigator, decision-maker, or facilitator.	When first designated and as needed after that.	Training videos from Eichelbaum, Title IX training recommends Sexual Harassment training for all employees. We typically do that under Vector - 36 min.
Recognizing Need for Mental Health and Substance Abuse Intervention	TASB School District Training Chart based on Texas Education Code	Teachers, school counselors, principals, and all other appropriate personnel (at elem if funding and programs are available)	As needed	Inservice training by district staff or Vector training - Student Drug and Alcohol Abuse (33 min) - will discuss and decide at Leadership Retreat to decide how to proceed.
Dating Violence	TASB School District Training Chart based on Texas Education Code; requirement in DIP	Teachers & Administrators at 6-12th grade campuses	Annually	Included in District Improvement Plan - Vector training each year - 22 min
Food Allergy Training	TASB School District Training Chart based on Texas Education Code	Specialized training required for certain employees. Awareness training and general training required for other employees.	As needed	
Epinephrine Auto Injectors	Covered under the Clearinghouse SB 1267 section			
Trauma-Informed Care	Covered under the Clearinghouse SB 1267 section			
Strategies for establishing and maintaining positive relationships among students, including conflict resolution	Covered under the Clearinghouse SB 1267 section			
Civil Rights Training	USDA Requirement	Mandatory for anyone who does breakfast in the classroom, breakfast duty, pickup/delivery of meals, lunch duty, Dhall, ISS, or DAEP during mealtimes	Annually	Training must be completed before school starts (1-2 hours). Brittanie Brown sends out a link for this.

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Emergency Operations Plan				
Traumatic Injury Response Training (Bleeding Control Station Training)	TASB School District Training Chart based on Texas Education Code	School district resource officers/police and all staff expected to use a bleeding control station	As needed	Face to Face for new staff through URHCS, online Vector training for all staff previously trained - 14 min.
Emergency Operations	TASB School District Training Chart based on Texas Education Code	District employees whose job descriptions, job duties, or assignments include emergency management responsibilities or who play a role in emergency preparedness, response, or recovery - All staff need to understand the plan.	Not later than 180 days after a person assumes duties	Districts must adopt and implement a multi-haard emergency operations plan for use in the district's facilities. The plan must provide for district employee training in responding to an emergency. Staff are trained during inservice.
Standard Response Protocol	Texas School Safety Center - as part of EOP	All Staff and Substitutes	Annually	SRP Training Video in Vector - 19 minutes
Raptor Training	Texas School Safety Center - as part of EOP	All Staff and Substitutes	As needed	Recorded Training and/or in person as needed
Designated Infection Control Officer Training	TASB School District Training Chart based on Texas Education Code - pg. 31	Designated infection control officer and alternate	Before designation	Commissioner of the Texas Health and Human Services Commission (HHSC) will set eligibility qualifications by rule for designated infection control officers. At minimum, the person must be trained as a health care provider or have training in the control of infectious and communicable diseases.
Human Resource Management				
Teacher Appraisals (T-TESS and AEL/ILD/or ILT)	TASB School District Training Chart based on Texas Education Code	Teacher appraisers	Before conducting appraisals -- periodic recertifications and training may be required	TEA-Region IX
Principal Appraisals (T-PESS)	TASB School District Training Chart based on Texas Education Code	Principal appraisers	Before conducting appraisals -- periodic recertifications and training may be required	TEA-Region IX

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Human Resource Management				
Mentor Teacher Training	TASB School District Training Chart based on Texas Education Code	Teachers serving as mentor teachers to another new classroom teacher and any appropriate district and campus employees who work with the classroom teacher or supervise the classroom teacher	Before the beginning of the school year in which the mentorship will occur and supplemental training throughout the year.	Region IX
Principal Training	TASB School District Training Chart based on Texas Education Code	Principals	As needed	District and Region IX
Administering Leaves and Absences	TASB School District Training Chart based on Texas Education Code	Recommended for employees who oversee leaves and employee attendance	As needed	District
Employee-on-Employee Harassment	TASB School District Training Chart based on Texas Education Code	Recommended for all employees	Recommended annually or as needed and before the state of employment with the district - not mandatory	Vector - Sexual Harassment - Staff to Staff - 37 min for full course, 17 min for refresher
Employee Nondiscrimination	TASB School District Training Chart based on Texas Education Code	Recommended for the district's designated compliance coordinator and each employee with authority over another employee or employees.	When an employee acquires authority over another employee or employees and as needed thereafter.	Vector - Discrimination Awareness in the Work Place - 22 min (supervisors only)
Technology				
Cybersecurity Training	DMA Legal and TASB School	Employees who use a	The district, in consultation with its	Training program selected by the board.
Technology and Digital Learning	TASB School District Training Chart based on Texas Education Code	Optional Staff Development	As needed	Must be developed and approved by the campus-level committee as part of staff development training - will discuss at Leadership Retreat

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Financial Matters				
Purchasing and Acquisition	TASB School District Training Chart based on Texas Education Code	Recommended for employees with purchasing and acquisition authority.	When an employee acquires purchasing and acquisition authority and as needed thereafter	District- For guidance, see the TEA's Financial Accountability System Resource Guide. (more details listed in TASB document)
Public Funds Investment Training	TASB School District Training Chart based on Texas Education Code	Treasurer or chief financial officer and the investment officer(s) of the district	10 hours of initial training in first 12 months, then 8 hours of investment trainings every 2 years thereafter, unless an exception applies.	Independent source approved either by the board or by a designated investment committ advising the investment officer. (more details listed in TASB document)
Law Enforcement				
Body Worn Camera Program	TASB School District Training Chart based on Texas Education Code	Peace officers and any other personnel who will come into contact with video and audio data from the cameras.	Before a law enforcement agency operates a body worn camera program.	TCOLE
School District Peace Officers and SROs	TASB School District Training Chart based on Texas Education Code	Peace officers or SROs, unless excepted by completing another type of satisfactory training under Texas Occupations code Section 1701.263(b-1)	Before or within 180 days of the officer's commuission by or placement in the district.	TCOLE
Records Management				
Public Information Act	TASB School District Training Chart based on Texas Education Code	Public information coordinator	Within 90 days after assuming the office of the public information coordinator	Attorney General online training or other approved training
Mandatory Facilities Management				
Asbestos	TASB School District Training Chart based on Texas Education Code	Custodial and maintenance employees as required by law and a district's designated asbestos coordinator	New custodial and maintenance employees must be trained within 60 days after beginning employment, with additional training as needed. The designated asbsestos coordinator should receive training prior to or upon designation with additional training as needed.	The district's asbsetos management plan must include the details of the designated asbestos coordinator's training.

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Mandatory Facilities Management				
Hazardous Chemicals	TASB School District Training Chart based on Texas Education Code	Any employee who may be or may have been exposed to hazardous chemicals in the workplace in normal operating conditions	As needed	Districts must maintain the written hazard communication program and a record each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Districts must maintain the records for at least 5 years.
Integrated Pest	TASB School District Training	District IPM coordinator and	Within 6 months of appointment, IPM	Texas Department of Agriculture (TDA) - Superintendent
Local Policies				
General Ethics in the		All Staff	Annually	Vector - 27 min
Employee Handbook		All Staff	Annually	We upload the handbook in Vector as a document for
HISD Student Handbook		All Staff	Annually	We upload the handbook in Vector as a document for
Volunteers - training listed in TASB document if needed				