

# Reference Guide for Required Staff Development



**Iowa Department of Education**

Revised July, 2020

There are two types of staff development required for school employees. One type is professional development that is established in the Student Achievement and Teacher Quality Program (281—IAC Chapter 83) for the purpose of increasing student achievement. Professional development in this category includes the training and learning opportunities that are included in the District Career Development Plan, Mentoring and Induction, and the Individual Teacher Career Development Plan. These professional development requirements include district wide structures for supporting all faculty members responsible for instructional content. Training and learning opportunities address district student learning goals and the Iowa Teaching Standards. Multicultural and gender fair training may be integrated into the content delivered as part of the district plan, as appropriate.

The second type of staff development, which is the focus of this document, is the topical or specific content intended for individuals with specialized assignments or roles that necessitate specific training. Training sessions to meet these requirements, in most instances, would not be included as content in the District Career Development Plan. For example, a workshop on preventing child abuse would be necessary training for teachers, but it would not be appropriate for meeting the needs of teachers learning a new instructional strategy as part of their District Career Development Plan.

When setting the school calendar for staff development, time allocated for these topical training areas should not take the place of professional development related to the content identified in the District Career Development Plan.

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## General Staff Development

| Training  | Required Participants                           | Legal Reference  | Description   | Contact Person  |
|---|---|------------------|---|---|
| Multicultural Gender Fair Approaches (MCGF), Diverse Learners | All Staff                                       | 281—IAC 12.7     | To meet the professional needs of all staff, staff development activities shall... prepare all employees to work effectively with diverse learners and to implement multicultural, gender fair approaches to the educational program...   | Steve Crew<br>Bureau of School Improvement<br>Iowa Department of Education<br>(515) 281-5718<br>steve.crew@iowa.gov       |
| <a href="#">Abuse of Students by School Employees</a>         | Designated Level I investigators and alternates | 281—IAC 102.5(4) | The board of directors of a public-school district and the authorities in control of a nonpublic school shall arrange for in-service training for the designated investigator and alternate. Initial training should be undertaken within six months of appointing a level-one investigator or alternate. Follow-up training should be undertaken at least once every five years.   | Thomas A. Mayes<br>Attorney II<br>thomas.mayes@iowa.gov<br>5152425614   |
| <a href="#">Affirmative Action</a>                            | All staff who hire or supervise personnel       | 281—IAC 95.4(5)  | Each board of directors shall provide periodic training for all staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of its affirmative action plan.  | Steve Crew<br>Bureau of School Improvement<br>Iowa Department of Education<br>(515) 281-5718<br>steve.crew@iowa.gov       |
| <a href="#">Asbestos</a>                                      | Maintenance and custodial staff                 | 29 CFR § 763.84  | Each LEA shall ensure...that all members of its maintenance and custodial staff...who work in a building that contains asbestos (ACBM) receive awareness training of a minimum of two hours, whether or not they are required to work with ACMB. New custodial and maintenance employees shall be trained within 60 days after commencement of employment and shall have a yearly refresher of two-hours. The LEA shall ensure that all members of its maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM shall receive training (as described in “a.” above) and minimum of 14 hours of additional training, including an annual update. | Rob Olsen<br>Bureau of School Business Operations<br>Iowa Department of Education<br>(515) 281-4743<br>rob.olsen@iowa.gov |

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| <a href="#">Bus Driver Training</a>             | All school bus drivers   | Iowa Code § 321.376                     | A person applying for employment or employed as a school bus driver shall successfully complete a department of education approved course of instruction for school bus drivers before or within the first six months of employment and at least every twenty-four months thereafter.  | Max Christensen<br>Executive Officer 1<br>(Transportation)<br>Bureau of School Business Operations<br>Iowa Department of Education<br>(515) 281-4749<br><a href="mailto:max.christensen@iowa.gov">max.christensen@iowa.gov</a> |
| <a href="#">Child and Dependent Adult Abuse</a> | <ul style="list-style-type: none"> <li>-Mandated child abuse reporters, which includes all licensed school employees (including substitute teachers and para educators)</li> <li>-Mandated dependent adult abuse reporters, which includes all licensed school employees (including substitute teachers) who have regular contact with 18-21-year old</li> <li>-Holders of a coaching authorization</li> <li>-Instructors employed by a community college</li> </ul> | Iowa Code § 232.69, Iowa Code § 235B.16 | <ul style="list-style-type: none"> <li>-Persons required to report child and dependent adult abuse shall complete two hours of training relating to the identification and reporting of child abuse and of dependent adult abuse within six months of initial employment. Within one month of initial employment or self-employment, the person shall obtain a statement of the abuse reporting requirements from the person's employer or, if self-employed, from the department. The person shall complete at least two hours of additional child abuse and dependent adult abuse identification and reporting training every five years.</li> <li>-A person required to complete both child abuse and dependent adult abuse mandatory reporter training may complete the training through a program that combines child abuse and dependent adult abuse curricula and thereby meet the training requirements of both simultaneously. A person who is a mandatory reporter for both child abuse and dependent adult abuse may satisfy the combined training requirements of this subsection through completion of a two-hour training program, if the training program curriculum and content are approved by the department of human services.</li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Department School Improvement Consultant</a></li> <li><a href="#">Iowa Board of Educational Examiners</a></li> <li><a href="#">AEA Consultant</a></li> </ul>                |

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| <a href="#">Educational Aide Training</a>  | All newly hired educational assistants  | 281—IAC 12.4(9)                                      | During the initial year of employment, an educational assistant shall complete staff development approved by the board as provided in sub rule 12.7(1) (For requirements of 12.7(1), refer to the General Staff Development: Multicultural Gender Fair Approaches (MCGF), Diverse Learners section of this guide).  | Geri McMahon<br>Bureau of School Improvement<br>Iowa Department of Education<br>(515) 281-3944<br>geri.mcmahon@iowa.gov                |
| Hazardous Chemical Risks--Right to Know  | All staff   | 347—IAC Chapter 110, Iowa Code Chapters 88 and 89B   | Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. An employer shall provide special training when the employer either assigns an employee to a special assignment or task which increases the employee's potential exposure to a hazardous chemical..." or when the employee is reassigned to another area with different hazardous materials. | Rob Olsen<br>Bureau of School Business Operations<br>Iowa Department of Education<br>(515) 281-4743<br>rob.olsen@iowa.gov              |
| <a href="#">Medication Administration to Students</a>                                    | Persons who administer medication to students other than licensed registered nurses, physicians, or the students' parents | 281—IAC 41.12, 657—IAC 8.32                          | Person administering medication shall include licensed registered nurses, physicians, and persons who have successfully completed a medication administration course reviewed by the board of pharmacy examiners.   | Melissa Walker<br>Bureau of Nutrition and Health Services<br>Iowa Department of Education<br>(515) 281-5327<br>melissa.walker@iowa.gov |
| <a href="#">Occupational Exposure to Blood or Other Potentially Infectious Materials</a> | All employees with reasonably anticipated occupational exposure to blood or other potentially infectious materials        | 29 Code of Federal Regulations (CFR), Part 1910.1030 | Employers with employees who have occupational exposure to blood or other potentially infectious materials are to develop an occupational exposure to blood borne pathogens program, written policy, guidelines, and employee training. On initial assignment and annually employers ensure all employees with reasonably anticipated occupational exposure participate in a training program at no cost and during work hours.   | Iowa OSHA Consultation and Education Division<br>(515) 281-7629<br>oshaconsultation@iwd.iowa.gov                                       |

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|--|---|-----------------------------------|--|---|
| <a href="#">Suicide Prevention Intervention and Postvention &amp; ACES</a> | All school personnel who hold a license, certificate, authorization, or statement of recognition issued by the board of educational examiners and who have regular contact with students in kindergarten through grade twelve | Iowa Code § 279.70 and § 281-14.4 | The board of directors of a school district shall require annual, evidence-based training at least one hour in length on suicide prevention and postvention. The content of the training shall be based on nationally recognized best practices.   | Barb Anderson<br>Bureau of Learner Strategies and Supports<br>Iowa Department of Education<br>(515) 664-6732<br>barb.anderson@iowa.gov  |
| <a href="#">Gifted and Talented</a>  | Classroom teachers  | 281—IAC 59.5(8) 12.7(1)           | Periodic professional development shall be offered for all classroom teachers to maintain and update understandings and skills about individualizing programs for identified gifted and talented students. A staff development plan for personnel responsible for gifted and talented programs shall be provided. This plan shall be based upon the assessed needs of the gifted and talented instructional and supervisory personnel. | Rosanne Malek<br>Gifted and Talented Consultant<br>Bureau of Leading, Teaching, Learning Services<br>Iowa Department of Education<br>(515) 281-3199<br>rosanne.malek@iowa.gov |

# Reference Guide for Required Staff Development



## Areas Addressing Preschool Programming under the Authority of the Iowa Department of Education

| Training  | Required Participants   | Legal Reference                         | Description  | Contact Person  |
|---|---|---|--|---|
| <a href="#">Statewide Voluntary Preschool Program (SWVPP)</a> | All SWVPP staff (licensed teachers and teacher assistants) including community partner location staff providing SWVPP | Iowa Code Chapter 256C; 281—IAC 16.3(8) | Iowa Code § 256C.3 requires districts to ensure appropriate staff development is provided to district SWVPP teachers as addressed in the career development plan.<br><br>Iowa Administrative Rules in 281--16.3(8) requires staff development to be specific to early childhood and to be offered to community partner teachers. The district must also ensure that teacher assistants receive appropriate staff development in early childhood education. | Mary Breyfogle<br>Bureau of Leading, Teaching, Learning Services<br>Iowa Department of education<br>(515) 326-1030<br>mary.breyfogle@iowa.gov |

## Other Areas Referenced in Iowa Code or Administrative Code

### Areas Incorporated in Comprehensive School Improvement Plans

| Training   | Required Participants               | Legal Reference             | Description   | Contact Person  |
|--|-------------------------------------|-----------------------------|---|---|
| <a href="#">Dropout Prevention and Returning Dropouts Programs</a> | Staff implementing the program plan | Iowa Code § 257.38          | Boards of school districts, individually or jointly with boards of other school districts, requesting to use additional allowable growth for programs for returning dropouts and dropout prevention, shall annually submit comprehensive program plans for the programs and budget costs, including requests for additional allowable growth for funding the programs, to the Iowa Department of Education. The program plans shall include staff in-service education design (among other requirements). | Steve Crew<br>Bureau of School Improvement<br>Iowa Department of Education<br>(515) 281-5718<br>steve.crew@iowa.gov   |
| <a href="#">Gifted and Talented Programs</a>                       | Instructional staff                 | 281—IAC 12.5(12)<br>12.7(1) | The comprehensive school improvement plan requires provisions for gifted and talented programming, including “an in-service design.”  | Rosanne Malek<br>Gifted and Talented Consultant<br>Bureau of Leading, Teaching, Learning Services<br>Iowa Department of Education<br>(515) 281-3199<br>rosanne.malek@iowa.gov |

# Reference Guide for Required Staff Development



## Areas Required for Area Education Agencies

| Training                                     | Required Participants  | Legal Reference       | Description   | Contact Person  |
|--|--|-----------------------|---|---|
| <a href="#">Human Growth and Development</a> | Teachers who provide instruction in human growth and development | Iowa Code § 279.50(2) | Each Area Education Agency shall periodically offer a staff development program for teachers who provide instruction in human growth and development. | Lyn Jenkins<br>Physical Education and Health Consultant<br>Bureau of Leading, Teaching, Learning Services<br>Iowa Department of Education<br>(515) 689-3607<br>lyn.jenkins@iowa.gov<br><br>Or<br><br>AEA Professional Development Coordinator |