

Parsippany-Troy Hills Township Schools

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Date: August
To: All Staff
From: Dr. Sutter, Assistant Superintendent for Human Resources
Re: Mandatory Trainings (***Reminder***)

Before each school year begins, as part of your professional responsibilities, district employees are required to complete mandatory state and district trainings in order to be compliant with state statute and regulation. *“New Jersey state statute and regulation require teachers, administrators and other educational support staff to receive professional development in a number of areas not directly related to curriculum and instruction. The training recipients and frequency varies widely by topic area” (www.state.nj.us).*

The above referenced mandatory trainings are intended to provide Parsippany-Troy Hills School District (PTHSD) employees with the information necessary to ensure compliance with relevant laws, regulations, and district policies. Last year, the district utilized the SAFE SCHOOLS Program to train district employees. The district will once again use the SAFE SCHOOLS Program to train district employees.

All training videos and policy reviews were available to district employees beginning July 1, 2018. In order to access the training videos, district employees will need to know their employee ID which is a five digit number. You can find your employer ID from your pay check stub, AESOP, and/or Genesis.

The directions to access SAFE SCHOOLS is as follows:

1. Go into your web browser and enter pthsd.nj.safeschools.com or go to the district homepage and click “For Staff.”
2. Enter your user name which is your five digit employee number
3. Log in and you are ready to go.

As in the past, district employees have been required to complete their trainings within a specific time frame. Therefore, we are requiring all district employees to complete all SAFESCHOOLS training videos by October 1, 2018. Individual training sessions are time stamped so there is no need for district employees to print any certificates.

If you experience trouble logging in, please contact Karen Timmerman at ktimmerman@pthsd.net and she will assist you.