

## **How to use this curriculum**

This curriculum is designed to make meeting the new USDA mandated Professional Standards of education and training in your district as simple as possible for you and your staff.

This packet includes lesson plans to be used to meet Professional Standards requirements. The monthly "Education Curriculum Checklist" recommends 2 lesson plans for each month of the school year. The "Optional Curriculum Checklist" may be used to include additional lessons for managers.

Each lesson plan is coded with the appropriate USDA education code for the new mandate.

**This year we are offering two options for the Attendance Roster – Both have been approved and will meet the record keeping requirements for upcoming Administrative Reviews.**

- 1. A spreadsheet that has a spot where all staff names can be printed in the first column and then lists all the monthly Lesson Plans across the top. Underneath each lesson is a column that can be checked off when completed. At the end of the year (or at the end of employment) the site manager must have staff sign off on completion. This will serve as the Attendance Roster for the year.**
- 2. The standard Attendance Roster which we have used in the past that must be completed for each lesson completed.**

One of these options must be completed for each individual lesson plan performed. Pay special attention to the "Time In" and "Time Out" and be sure to include the time.

USDA Professional Standards will require 4 hours of education for PT staff, 6 hours for all FT staff and 10 hours for site managers in the school year.

All lesson plans are set up to be read verbatim if desired and require very little in the way of preparation beforehand other than reading through the material to be covered. There should be time allotted for discussion after each lesson. Of course, if you take the initiative to gather a few pertinent materials before each lesson they will be even more effective for your team.

All lesson plans along with many support materials are available in audio and for individual download at [www.swtrainingsystems.com](http://www.swtrainingsystems.com) in both English and Spanish.

The Southwest Training Systems team will be happy to assist you in any way they can to be sure that everyone at your site is comfortable with the information contained in each lesson plan.

**If you have any questions please do not hesitate to contact us directly at 1.888.838.1550 (toll free) or 520.744.1092.**

**It is an honor to be of service and we look forward to a great year working with you and your team.**

**God bless you all and make it a great year!!**

**Thank you!!**