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**Annual Mandated Topics Training
Online via “Target Solutions”
Account Creation Instructions**

All teacher, classified employees, substitutes, tutors, coaches, advisors, IE (band, clubs, school activities) and temporary hourly employees of any kind AND volunteers (if volunteers overseeing/working with students), must do yearly **FOUR** mandated training topics covering **1. Sexual Harassment EDU, 2. Child Abuse – Mandated Reporter (formerly titled Reporting Child Abuse/Neglect), 3. Workplace Diversity EDU, AND 4. Youth Suicide Awareness and Prevention EDU.**

You'll notice a fourth module has been added per the requirements of Assembly Bill 2246 covering youth suicide prevention education for school employees. This training for temporary staff may be done via *any computer with internet access using* the district's training platform “TARGET SOLUTIONS” AT <http://targetsolutions.com/avuhsd> and must be done within 2 weeks of starting. General information may be found at www.avdistrict.org/TargetSolutions.

You must have a valid email address in order to activate your online training account. ***It cannot be an email address already held by any user in the training system – you cannot share one email address with another trainee or another district.*** You may set-up our own free email account from any number of online providers such as Google or MSN HOTMAIL or AOL or YAHOO, etc. You'll need to keep the email account ACTIVE to repeat the training each year.

Send an email to the technician in the Personnel Department whom is handling your packet at the AVUHS District Administrative Offices and **put in the email YOU ARE REQUESTING YOUR ONLINE TRAINING ACCOUNT TO BE ACTIVATED.** You'll need to include with the email:

- **YOUR FIRST NAME AND YOUR LAST NAME (include any suffix such as Jr/Sr./II/III if applicable)**
- **YOUR EMAIL ADDRESS**
- **YOUR TITLE, For Example: “TEACHER”, “CUSTODIAN”, “VOLUNTEER COACH”, “ACTIVITIES CLUB ADVISOR”, “BAND VOLUNTEER”, “FOOTBALL COACH”, “SUBSTITUTE TEACHER”, “SUBSTITUTE AIDE/PARAED”**

You are hereby advised to take care of this important training as advised in this notice! You will not receive any further letters or reminders.

Thank you for your service to the schools and completion of this important training!

Brett Neal,
Assistant Superintendent Personnel Services

UPDATED JULY 26, 2017
Replaces any prior versions of this memo!