

**KidSmartz: Youth Personal Safety
Certification Course – November 7, 2019**

Registration: Immediate, by Application & Supervisor Approval, through October 17th

The Los Angeles County Office of Education (LACOE) Expanded Learning Technical Assistance Unit (ELTAU), in its efforts to serve expanded learning programs in the area of **youth personal safety**, is working with **National Center for Missing & Exploited Children (NCMEC)** to offer the **KidSmartz – Certification Course**. This project will provide a **Youth Personal Safety professional development workshop using a trainer-of-trainer model (TOT)**. This capacity-building project will allow **program directors and site coordinators** within Los Angeles county access to high quality professional development in **blended: face-to-face and online formats and receive technical support for social-emotional learning (SEL)**.

Twenty individuals (20) will be selected for participation in this certification course - to represent their geographic location and disseminate KidSmartz trainings to their programs and communities. Chosen participants must be able to attend 100% of the Certification Course activities: a one-day Institute, taking place November 7, 2019 from 8:00AM – 4:30PM.

There will be no cost for approved participants – this is a \$300 cost savings per participant and why it is imperative that those chosen to participate commit to attend 100% of the certification course activities and meet the roles and responsibilities of the agreement to offer additional trainings. All activities will be held in LA County.

GOALS

- ✓ Increase Site Coordinator and Frontline Staff member knowledge of the KidSmartz program.
- ✓ Build the capacity of the Site Coordinator to lead the KidSmartz program at their site(s).

OUTCOMES

- ✓ Increase quality programming offered to students participating in expanded learning programs.
- ✓ Increased staff capacity to lead child safety programming K-5.

SKILLS

- ✓ Learn about data, trends, and risks related to missing and exploited children nationally.
- ✓ Identify best practices for community-based child safety and prevention education programs.
- ✓ Review the KidSmartz program in detail and learn strategies for effective implementation in expanded learning.
- ✓ Learn how to apply a trauma-informed response to disclosures of abuse and neglect.

With certification course completion, KidSmartz Trainers will be positioned to advance in the Region 11 pathways to leadership infrastructure and be recognized at the regional level. KidSmartz Trainers will deliver targeted trainings to various audiences using technology and resources.

BLENDED FORMAT

KidSmartz 1-Day Institute

- November 7, 2019 8:00AM – 4:30PM (All Day – In Person)

KidSmartz TRAINER COMPENSATION

- There is no compensation to trainers during the certification course activities and required targeted training deliverables.
- Once all deliverables are completed, KidSmartz Trainers will become a volunteer member of the ELTAU team and when contracted to deliver additional trainings will receive remuneration.

QUALIFICATIONS

- Have at least three (3) years of experience working at the program leadership level as a Grant Manager or Program Director or at least four (4) years of experience working as a Site Coordinator.
- Have an understanding of what Youth Personal Safety is and be committed to assisting expanded learning programs and their staff to reach the next level of quality and sustainability.
- Have experience in presenting professional development to staff.
- Experience using computer technology including Email, PowerPoint, Word, and Web Browsing.

ROLES AND RESPONSIBILITIES

- Attend and actively participate in all scheduled certification course activities.
- Upon completion of the certification course, volunteer KidSmartz trainers will commit to coordinate, organize, and deliver three (3) targeted trainings to various expanded learning program leaders and staff using technology and resources with the goal of reaching 100 participants total through these trainings.
 - Trainer agrees to work collaboratively with ELTAU staff: when scheduling and implementing the KidSmartz workshops.
 - Trainer agrees to follow established KidSmartz resources and materials.
 - Trainer will require participants to sign-in and complete an evaluation form.
 - Trainer will submit completed sign-in sheets and evaluation forms to ELTAU.

APPLICATION PROCESS

- The application form can be accessed on ASPIRE at <http://aspire.lacoe.edu> (under LA County Forms/KidSmartz Application).
- The application must be fully completed and once submitted will be reviewed as received.
 - **COMPLETED APPLICATIONS can be scanned and emailed to:** Michelle Perrenoud at Perrenoud_Michelle@lacoe.edu OR faxed to 562.922.6687 – Attention: Michelle Perrenoud (please notify Michelle Perrenoud by phone call after faxing at 562.824.2625)
- **Application must be signed by** 1) the Applicant AND 2) Immediate Supervisor AND 3) Grant Manager of the District or Executive Director of the organization.
- Once the completed application is received, it will be reviewed and the applicant will be contacted regarding their pending participation in the project.
- The application process will be ongoing through October 17, 2019 or until available slots fill (whichever comes first).

KidSmartz by NCMEC
Certification Course

TRAINER APPLICATION (C2)

Please PRINT

DATE: _____
NAME: _____
STREET: _____
CITY: _____ STATE: _____ ZIP: _____
DAY PHONE: _____ OTHER PHONE: _____
EMAIL ADDRESS: _____
CURRENT JOB TITLE: _____ SITE/DEPT. _____
EMPLOYER NAME: _____ SUPERVISOR NAME: _____
SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

BRIEF RESPONSES REQUIRED TO THE FOLLOWING QUESTIONS

1. Describe why you want to participate in this program and be a trainer of this material. How do you see other sites benefiting from the KidSmartz Program?
2. Describe your experience as a program supervisor and building staff capacity/presenting professional development.
3. Describe how you plan to carve out time from your current position to devote the time needed to complete the certification course AND deliver the three trainings in your program/community.

By signing below: I acknowledge that I have read the KidSmartz Trainer Description and agree to its terms.

_____ **Applicant Signature**

_____ **Immediate Supervisor Signature**

_____ **Grant Manager OR Exec. Dir. Signature**