

PNSAS CAT Lead Trainer Application Scoring Rubric

Note: Applicant must score a minimum of 3 or above in each category to be considered for lead trainer status.

	Score 4 points (Superior, exceeds requirement)	Score 3 points (Satisfactory, meets requirement)	Score 2 points (Did not adequately address requirement)	Score 1 point (Did not adequately address requirement)	Score 0 point (Did not complete the section)
1. Relevant SAP experience	<p>Applicant has more than 5 years of relevant, recent experience working with SAP team(s) or liaisons and provided knowledge of relevant and current information.</p> <p>Applicant has included job titles and fully described their role and responsibilities in each position.</p> <p>Applicant indicated experience in working with most school-aged youth.</p>	<p>Applicant has 2-5 years of relevant, recent experience working with SAP team(s) or liaisons and provided knowledge of relevant and current information.</p> <p>Applicant has included job titles and fully described their role and responsibilities in each position.</p> <p>Applicant indicated experience working with school-aged youth.</p>	<p>Applicant has less than 2 years of relevant, recent experience working with SAP team(s) or liaisons and provided knowledge of relevant and current information.</p> <p>Applicant indicated experience working with school-aged youth.</p>	<p>Applicant was SAP trained within the last 6 months.</p> <p>Applicant has little or no experience sitting on a SAP team or working with youth.</p>	<p>Applicant did not complete this section or was not SAP trained.</p>

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<p>2. Adult populations trained Including: teachers, school district administrators, youth leaders (non-school), social service agency personnel, business, family members, and others (please specify)</p>	<p>Applicant has 5 or more years of experience training adults.</p> <p>Applicant has conducted 10 or more trainings.</p> <p>Applicant has conducted training for at least 3 of the following audiences: teachers, school district administrators, youth leaders (non-school), social service agency personnel, business, family members, and other staff.</p>	<p>Applicant has at least 2 years of experience training adults.</p> <p>Applicant has conducted 5-9 trainings.</p> <p>Applicant has conducted training for at least 2 of the following audiences: teachers, school district administrators, youth leaders (non-school), social service agency personnel, business, family members, and other staff.</p>	<p>Applicant has less than 2 years of experience training adults.</p> <p>Applicant has conducted 4 or less trainings.</p> <p>Applicant has conducted training for at least 1 of the following audiences: teachers, school district administrators, youth leaders (non-school), social service agency personnel, business, family members, and other staff.</p>	<p>Applicant has less than 1 year of experience training adults.</p> <p>Applicant only has experience training adults on a few occasions.</p> <p>Applicant has conducted training for at least 1 of the following audiences: teachers, school district administrators, youth leaders (non-school), social service agency personnel, business, family members, and other staff.</p>	<p>Applicant did not complete this section or has no experience training adults.</p>

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<p>3. Participation in trainings, workshops or classes (Child and adolescent development, SAP related regulations and guidelines (educational laws, PPRA, FERPA, HIPAA, 42 CFR Part 2, Substance Abuse Confidentiality Regulations, health and human services, child abuse) etc....mental health, suicide prevention, drug and alcohol prevention/ intervention, working with groups, cultural competency, crisis response (dealing with the aftermath of a traumatic event in a school or community, and youth and families in crisis), partnering/working with families. Optional: Positive Behavior Intervention and Support, Olweus Bullying Prevention, Functional Behavior Assessment, adult learning theory, other.</p>	<p>Applicant has participated in at least 3 trainings, workshops or college courses in each of the required categories listed in the application.</p> <p>Applicant provided relevant and current information on all the conferences, workshops or college courses listed. Including listing topics, objectives and brief description of the conferences, workshops or college course.</p> <p>Copies of all certificates or transcripts are included.</p> <p>One or more optional trainings were included.</p>	<p>Applicant has participated in at least 2 trainings, workshops or college courses in each of the required categories listed in the application.</p> <p>Applicant provided relevant and current information on all the conferences, workshops or college courses listed. Including listing topics, objectives and brief description of the conferences, workshops or college course.</p> <p>Copies of all certificates or transcripts are included.</p>	<p>Applicant has participated in at least 2 trainings, workshops or college courses in each of the required categories listed in the application.</p> <p>There was not a clear description of one or more of the trainings, workshops or courses.</p> <p>There were not topics, objectives and descriptions for each training, workshop or college course.</p> <p>Copies of some certificates or transcripts are included.</p>	<p>Applicant has participated in only 1 training, workshop or college course in each of the required categories listed in the application.</p> <p>Little or no objectives or descriptions of trainings, workshops or college courses were included.</p> <p>Only a few copies of certificates were included.</p>	<p>Applicant has not participated in any relevant trainings, workshops or courses or section was not completed.</p>

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<p>4. Experience as a trainer (SAP training, Positive Behavior Intervention and Support, legal issues, Olweus Bullying Prevention, suicide prevention, mental health, child abuse, drug and alcohol prevention working with groups, partnering with families, cultural competency, prevention curriculum, developing behavior goals, crisis response, dealing with the aftermath of a traumatic event in school/community, youth and families in crisis.</p>	<p>Applicant has conducted more than 6 trainings using a curriculum, standards, or competency-based framework within the last 5 years for at least 3 topics.</p> <p>Applicant included the title, objective, description, and included the length of the training for more than 6 trainings.</p> <p>Applicant managed a training team and their adherence to curricular standards or applicant created their own training design.</p> <p>Applicant has experience conducting a portion of SAP training at least 3 times.</p>	<p>Applicant has conducted a minimum of 6 trainings using a curriculum, standards, or competency-based framework within the last 5 years for at least 3 topics.</p> <p>Applicant included the title, objective, description, and included the length of the training for 6 trainings.</p> <p>Applicant has SAP training experience and/or other trainings.</p>	<p>Applicant has conducted a minimum of 4 trainings using a curriculum, standards, or competency-based framework within the last 5 years for at least 3 topics.</p> <p>Applicant did not provide complete information for 1 or more of the trainings in the following areas: title, objective, description, length of the training</p> <p>Applicant has experience providing training.</p>	<p>Applicant has conducted a minimum of 2 trainings using a curriculum, standards, or competency-based framework within the last 5 years for at least 3 topics.</p> <p>Applicant did not provide complete information for 2 or more of the trainings in the following areas: title, objective, description, length of the training</p> <p>Applicant minimally described their experience as a trainer.</p>	<p>Applicant has not conducted any curriculum, standards, or competency-based trainings.</p> <p>Applicant did not provide complete information on the title, objective, description or length of training.</p> <p>Applicant did not describe their training experience.</p>

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<p>5. Training methodologies and trainer skills Large group facilitation/discussion, small group facilitation/discussion, role play, situational design (hands on), PowerPoint presentation format, on-site competencies (practical application of concepts taught), case studies, cooperative learning groups, other.</p> <p>Evidence of positive training evaluations from 3 trainings conducted not more than 5 years ago.</p>	<p>Applicant indicated at least 4 methodologies utilized in trainings, workshops, or courses they have previously conducted.</p> <p>Applicant submitted more than 3 separate, excellent evaluations of trainings that occurred within the last 5 years.</p>	<p>Applicant indicated at least 3 methodologies utilized in trainings, workshops, or courses they have previously conducted.</p> <p>Applicant submitted excellent evaluations from 3 separate trainings that occurred within the last 5 years.</p>	<p>Applicant indicated at least 2 methodologies utilized in trainings, workshops, or courses they have previously conducted.</p> <p>Applicant submitted evaluations of past trainings that had 1 of the following concerns: *did not include 3 *did not occur within the last 5 years *evaluations indicated possible concern with the ability of the trainer</p>	<p>Applicant indicated only 1 methodology utilized in trainings, workshops or courses they have previously conducted.</p> <p>Applicant submitted evaluations of past trainings that had more than 1 of the following concerns: *did not include 3 *did not occur within the last 5 years *evaluations indicated possible concern with the ability of the trainer</p>	<p>Applicant did not indicate methodologies utilized when conducting training.</p> <p>Applicant did not complete this section.</p>