



Cohort Assignment Responsibilities

Every new worker training is assigned a cohort number, regional training location, executive staff, and partnership trainer. It is the responsibility of the trainer assigned to the cohort to:

1. During first week of cohort training, the trainer assigned to the cohort should introduce his/her self to the cohort members or at the earliest stage in training possible so that the training participants know the trainer assigned to the cohort. If the trainer is not available to meet with the group in person they may speak with the group via video conferencing or at the very minimum send the group an introduction e-mail;
2. Track participant attendance and lost time;
3. Assist participant's in scheduling make up training and notify the participant's supervisor and the other partnership trainers about the make up;
4. Notify participants of training changes (i.e. locations, dates, trainers or other);
5. Monitor participant progress;
6. Answer questions and concerns from cohort members that they may have regarding their training experience; including but not limited to issues related to a participants Field Mentor , travel, payroll, benefits, etc; act as a resource and appropriately link participants with DCS staff so they are able to get answers for questions (example: DCS travel, DCS Payroll, etc). If there are issues with Field Mentoring, coordinate these concerns with DCS Deputy Director of Staff Development's Administrative Assistant who will pass along to the Field Mentor coordinator;
7. Track cohort members classroom behaviors; if there is a pattern of superior behavior or inappropriate behavior, the cohort sponsor will track incident reports and / or progress records, whichever is appropriate, and will notify her/his supervisor of the behaviors as soon as possible. This information will be reviewed with the participants and reports completed will be sent to the Training Managers. Once this information is reviewed by the DCS Training Manager the information will be forwarded to the county for review;
8. If a county requests specific information regarding a participant, the cohort sponsor will be responsible for gathering the information, writing a summary of the information, and submitting the information to his/her supervisor and the DCS staff who requested the information;
9. Communicate participant completion two business days prior to the cohort's graduation. The cohort sponsor will verify with the DCS Deputy Director of Staff Development's Administrative Assistant that all cohort members have completed their training. If training has not been completed for a participant, the DCS Deputy Director of Staff Development's Administrative Assistant will be notified as well as the trainer's supervisor with a plan of completion for the participant;
10. Attend Cohort Graduation if the sponsors schedule permits and this does not cause additional travel for the trainer; and
11. Trainer will serve as an intermediate contact person between the field and training throughout the duration of a participant's training.