



Tennessee Department of Children's Services
Professional Development Hours Chart

The following partial description of general job categories will be used as a sample for determining minimum professional development requirements. Not all position titles are included in this example.

In general, job categories are divided into four broad categories to determine the number of annual In-service hours required.

Category	Hours Required
Daily Contact with Children and Youth:	40
Management, Supervisory, Professional:	24
Administrative Support with Minimal Contact with Children and Youth:	16
Licensed Staff:	As required by profession

CATEGORY	POSITION TITLE	HOURS PRESERVICE	HOURS ANNUAL INSERVICE
MANAGEMENT	Assistant or Deputy Commissioner		24
	Executive Director		24
	Director		24
	Executive Admin Assistant		24
	General Counsel		24
	Regional & Deputy Regional Administrator		24
	Superintendent / Assistant Superintendent	40	40
	Principal	40	40
	Registered Nurse 4	As required by profession Refer to Section G	As required by profession
SUPERVISORY	Any employee that must evaluate the performance of others	40	24
	YDC--Supervisors	40	40
	DCS Case Manager 3 & 4	40	24
PROFESSIONAL SPECIALIST	Educational Consultant	Job specific as indicated by supervisor	24
	Mental Health Practitioner	Job specific as indicated by supervisor	24
	Program Coordinator	Job specific as indicated by supervisor	24
	Program Manager	Job specific as indicated by supervisor	24
	Program Specialist	Job specific as indicated by supervisor	24
	Training Officer 1 & 2	Job specific as indicated by supervisor	40
	Treatment Manager	Job specific as indicated by supervisor	24
CASE MANAGER and SUPPORT PERSONNEL	DCS Case Manager 1, 2 & 3	160	40
	Child Abuse Hotline	Job specific as indicated by supervisor	24
	Children's Services Officer, DCS Corporal, DCS Lieutenant, DCS Officer, DCS Sergeant	120	40
	Contract Youth Services Officers	120	40
	Teacher	120	40
	Teacher Assistant	120	40
	Librarian	120	40
	Chaplain	120	40
	Recreation Specialist	120	40
	All Medical Personnel	120	40

CATEGORY	POSITION TITLE	HOURS PRESERVICE	HOURS ANNUAL INSERVICE
TREATMENT SUPPORT PERSONNEL (DAILY CONTACT WITH YOUTH)	Facilities Manager	40	40
	Food Service Director	40	40
	Food Service Manager	40	40
	Food Service Steward	40	40
LICENSED: AS REQUIRED BY PROFESSION	Attorney	As required by profession Refer to Section G	As required by profession
	Psychologist	As required by profession Refer to Section G	As required by profession
	Licensed Practical Nurse	As required by profession Refer to Section G	As required by profession
	Internal Auditors	As required by profession Refer to Section G	As required by profession
ADMINISTRATIVE SUPPORT / MINIMAL CONTACT WITH JUVENILES	Accountant	Job specific as indicated by supervisor	16
	Training Specialist	Job specific as indicated by supervisor	16
	Accounting Clerk or Technician	Job specific as indicated by supervisor	16
	Administrative Assistant, Administrative Services Assistant, or Administrative Secretary	Job specific as indicated by supervisor	16
	Affirmative Action Officer	Job specific as indicated by supervisor	16
	Application Architect	Job specific as indicated by supervisor	16
	Auditor	Job specific as indicated by supervisor	16
	Budget Analyst	Job specific as indicated by supervisor	16
	Building Maintenance Worker	Job specific as indicated by supervisor	16
	Clerk	Job specific as indicated by supervisor	16
	Community Services Assistant	Job specific as indicated by supervisor	16
	Data Entry Operator	Job specific as indicated by supervisor	16
	Database Administrator	Job specific as indicated by supervisor	16
	Dietitian	Job specific as indicated by supervisor	16
	Eligibility Counselor	Job specific as indicated by supervisor	16
	Facilities Safety Officer	Job specific as indicated by supervisor	16
	Human Resource Analyst/Tech	Job specific as indicated by supervisor	16
	Information Resource Support	Job specific as indicated by supervisor	16
	Information Systems Analyst / Associate / Consultant	Job specific as indicated by supervisor	16
	Legal Assistant	Job specific as indicated by supervisor	16
Maintenance Mechanic	Job specific as indicated by supervisor	16	

	Procurement Officer	Job specific as indicated by supervisor	16
	Programmer / Analyst	Job specific as indicated by supervisor	16
	Statistical Analyst	Job specific as indicated by supervisor	16
	Store Keeper / Store Clerk	Job specific as indicated by supervisor	16