

Southern Oregon Early Head Start Professional Development Plan

Purpose: Professional Development Plans will be specific plans designed to build skills used in direct services to children, of full time classroom staff. They will be developed in partnership with staff, Center Supervisor, and Program Manager and monitored regularly during one on one supervision meetings that occur monthly. Refer to Reauthorization Public Law 110-134, Dec. 22, 2007 section 648A(f)

Procedure: Full time staff is defined as those people working in EHS classrooms. Professional Development Plans will be developed based on the following input:

- Staff reflection or self-analysis
- Evaluation of college transcripts and training history by the Human Resources Department
- Classroom observations conducted by Program Manger and Center Supervisor using the Early Head Start Classroom Observation Form
- One on One Supervisory Meetings
- Areas of growth needed noted on Performance Appraisal
- Training history – Each classroom Education staff must receive 15 hours of training in areas of Early Childhood Education

Plans will be created by July 27, 2009. Staff will self evaluate and also the above mentioned sources of information will be included when the plan is developed. Plans will be specific and outline steps that can be monitored for completion, or identified as requiring further support. Once the plan has been developed, progress will be reviewed at each subsequent one-on-one supervisory meeting. If there are existing goals that were generated during recent performance appraisals that fall into the Early Childhood Education category these can be carried over to the Professional Development Plan (PDP)

Early Head Start Program Manager and Center Supervisor is available to provide input and assistance in developing Professional Development Plans. Please use the attached form when completing the Professional Development Plan.