



## **Professional Development Plan (PDP) Procedure**

### **APPROACH**

Education staff will be active participants in developing their Professional Development Plan (PDP) to foster the acquisition of content knowledge and teaching strategies to provide effective instruction in all developmental areas of the Head Start Early Learning Outcomes Framework. The plan will include activities to improve teaching staff's skills in achieving School Readiness Goals, to improve classroom management skills, and to develop effective strategies for children who are Dual Language Learners and children with disabilities. The Classroom Assessment Scoring System (CLASS) observations will guide the development of the plan for Head Start (HS). Early Head Start (EHS) will use scores from Teaching Strategies Fidelity Tool for Administrators, as well as HOVRS scores and the Education Monitoring Tool.

#### **HEAD START PROGRAM PERFORMANCE STANDARDS:**

Head Start Act, 12/2007- 641A(c)(2)(F) and (f)8  
1302.91 Staff Qualifications and competency requirements  
1302.91 Training and professional development

### **PROCEDURES:**

Education department staff will conduct CLASS/EMT observations each fall and spring, and each teacher/specialist will be observed using the Teaching Strategies Fidelity Tool for Administrators twice a year (both EHS and HS). The education department will also observe classroom activities on a regular basis and will debrief with staff.

EHS will complete a self-assessment utilizing the success rubric given at the beginning of each year. Each staff person will share their success rubric with their center's Education Supervisor.

Education Coaches will develop/update Professional Development Plans for education staff based on CLASS/EMT, observations and success rubric. The plan will include goals and specific action steps for the employee, mentoring/coaching support by the education department, resources, and specific timelines to complete the requirements (see *Tiered Practice-Based Coaching 0-5 Policy and Procedure*).

The Professional Development Plan will include staff qualifications if applicable (see *Educator Qualifications Procedure*). Only the relevant information to meet requirements will be included. For new staff, who are not meeting required qualifications, a PDP/Educator Qualification Agreement (Intent Plan) is established within 30 days of hire that specifies the additional coursework/training needed to be qualified for the position and the expected timeline for completion; otherwise, they will receive their first PDP from the Education Department at the time of their 120-day evaluation.

Professional Development Plans will be regularly evaluated and updated, as needed, for their impact on teacher effectiveness, children's learning experiences, and effectiveness of coaching strategies. They will be reviewed and updated at 1:1 meetings with Site Managers. Education related trainings will be documented on a training roster by an Education Department person and sent into HR as part of 15 hours of required OCC trainings/professional development.