

Area:	Human Resources
Subject:	HR17 - Professional Development Plan/Tracking of 15 hours of Professional Development
Reference:	CFR 1304.52 (j), Section 648A (f) and 648A (a) (5) of the 2007 Head Start Act
Policy:	Child/Family Services Division full time staff who provide direct services to children will develop a Professional Development Plan for professional growth with assistance from their supervisor. In addition to a Professional Development Plan, teaching staff will also be required to attend a minimum of 15 hours of classroom focused professional development per year.

Procedure:

1. Child/Family Services full time staff who provide direct services to children will develop short-term and long-term goals, identify skills needed, and suggest training opportunities to acquire skills needed for staff effectiveness.
2. Professional Development Plans will be completed yearly on The State California Commission on Teacher Credentialing form titled "Professional Growth Plan and Record". Plan should be completed once each fiscal year in July and shall include a minimum of three goals. Each July when the "Professional Growth Plan and Record" is completed and/or updated; each Supervisor will send the data technician a list of staff they supervise and the date that the "Professional Growth Plan and Record" was last updated/changed via interoffice mail or email. Data Technician will enter the date the "Professional Growth Plan and Record" was last updated/changed into the COPA HR data system.
3. Child/Family Services management staff will include professional development goals in their yearly Evaluation Performance Goals.
4. Each staff required to complete the Professional Development Plan must follow-up on approved activities and document the date completed.
5. Each employee is responsible for maintaining his/her own Professional Development Plan. Each employee's Professional Development Plan should be accessible at the supervisor's discretion.
6. Additional training not included on Professional Development Plan must have prior approval from their supervisor.
7. Teaching Staff must have a minimum of 15 hours of classroom focused professional development yearly and is required to complete and document each professional development activity on The State of California Commission on Teacher Credentialing form titled "Verification of Hours Spent on a Professional Growth Activity".
8. 15 hours must be verified and signed by supervisor on an annual basis.

Supervised by: Supervisory Staff

Performed by: Head Start Staff as per the 2007 Head Start Act

Forms needed: California Commission on Teacher Credentialing Professional Growth Plan and Record, California Commission on Teacher Credentialing Verification of Hours Spent on a Professional Growth Activity

Frequency: Completed each fiscal year – July (regularly evaluated)