

Doña Ana County Head Start Staff Professional Development Plan

Staff Name: _____ Date Completed: _____

Position: _____

List your professional strengths in your position:

(1.) _____

(2.) _____

List two areas in need of growth or improvement related to your position:

(1.) _____

(2.) _____

List three Professional Goals directly related to your position:

(1.) _____

(2.) _____

(3.) _____

How will I accomplish these goals? Please indicate a timeline (within a year time frame) in which you will accomplish these goals.	What tools/resources will I need to accomplish these goals?
1.	1.
2.	2.
3.	3.

You are required to complete a minimum of _____ training hours each year. Please explain how you will achieve these training hours in each of the seven (7) competency areas. Please describe what you are interested in learning, and what classes you will need to take to become more knowledgeable in your

field. (c) Each staff person working directly with children and more than 20 hours per week, including the director, is required to obtain at least 24 hours of training each year. For this purpose, a year begins and ends at the anniversary date of employment. Training must address first aid, CPR, infection control and at least three competency areas within one year and all seven areas within two years. The competency areas are 1) child growth, development, and learning; 2) health, safety, nutrition, and infection control; 3) family and community collaboration; 4) developmentally appropriate content; 5) learning environment and curriculum implementation; 6) assessment of children and programs; and 7) professionalism.

1. Child Growth, Development, Learning: _____

2. Health, Safety, Nutrition, Infection Control: _____

3. Family Community Collaboration: _____

4. Developmentally Appropriate Content: _____

5. Learning Environment & Curriculum Implementation: _____

6. Assessment of Children & Programs: _____

7. Professionalism: _____

Other Comments: _____

Next Review Date: _____

Supervisor Signature: _____ Staff Signature: _____