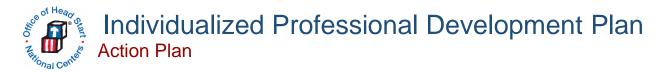
**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

Staff Name: Sean P. Supervisor Na		Supervisor Name: Daphne S.		Date Achieved: 8/31 Date Developed: 7/15		
Staff meets HSPPS qualifications for job role: ☑ Yes ☐ Not yet If not yet, job-related degree/certification completion needed:		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:				
☐ CDA or equivalent ☐ AA degree ☐ BA degree ☐ Advanced ☐ Coursework, clock hours, or CEUs to maintain certification or credential		□ Coursework or training in an area of interest □ Coaching/Mentoring □ Reflective Supervision/Practice □ Team Project(s) □ Rotational Assignment ☑ Other:				
(8/15)	unline IPD Training: ILookOut, G	ulaing Chilare	en's Behavior, Social and Emotional	Support pr	lor to the program	start aate
Steps needed to achieve this goal			Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)		Date Completed
Register for an ECLk Complete iPD courses	CC and iPD account. (approximately 5 hours).		Laptop, Wi-Fi hotspot	By 7/29		7/28
Review course content with supervisor following completion.		NA – regular meeting time	Complete by 8/10		8/31	
Potential Challenges	: No challenges are anticipated	at this time	/.			
Date to revisit Goal: 10/15	☑ I have achieved this goal by me criteria specified in the goal achiev statement (s) above	_	☐ I am making progress toward this goal and will keep implementing my action plan	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps		
Staff Signature and Da	ate: Sean P. 1/15		Supervisor Signature and Date: Da	phne S. 7/15	, ,	_

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

Staff Name: Sean P. Supervisor		Supervisor Name: Daphne S.		Date Achieved: 8/31 Date Developed: 7/15		
-	alifications for job role: ⊠ Yes ☐ gree/certification completion needed		Ongoing training and professional reflective supervision, and other inc			յ, and
□ CDA or equivalent □ AA degree □ BA degree □ Advanced □ Coursework, clock hours, or CEUs to maintain certification or credential		<ul><li>□ Coursework or training in an area of interest</li><li>□ Coaching/Mentoring</li><li>□ Reflective Supervision/Practice</li><li>□ Team Project(s)</li><li>□ Rotational Assignment</li><li>☑ Other:</li></ul>				
GOAL: Review Head	Start and program policies and	procedures r	related to child safety. Complete p	re-service sa	afety training.	
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)		Date Completed	
Review IM-HS-22-07 and Head Start Performance Standards 1302.90(c)Standards of Conduct - bring questions to 7/31 meeting.		Printed copy of IM and HSPPS	By 7/31		7/31	
Meet with the Health Coordinator to review the monthly safety checklist and active supervision plan.		1.5-hour meeting with all staff	By 8/2		8/2	
Participate in pre-service training with education staff including CPR/First Aid and team review of the Emergency Preparedness, Response, and Recovery plan.		14 hours of training 8/3-8/4 led by the Health Coordinator and contracted First Aid/CPR Trainer	By 8/4		8/4	
Potential Challenges	: Health Coordinator time may	be limited as	s he covers multiple sites.	•		
Date to revisit Goal: 8/10	□ I have achieved this goal by me criteria specified in the goal achieve statement (s) above		☐ I am making progress toward this goal and will keep implementing my action plan	achieve this	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	
Staff Signature and Da	te: Sean P. 1/15	S	Supervisor Signature and Date: Dap	hne S. 7/15		

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**Instructions:** Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date	
Sean is a newly hired Assistant Teacher. He was a practicum student during the spring quarter of this year at the North Hill site. He is new to the team at the Valley View site. Sean has completed his AA in ECE and is eager to begin working with the children and families.	Sean P. Daphne S.	7/15	
A focus for all sites for this year is active supervision and proactive behavior support for children. Sean will complete the iLookOut course along with the two other iPD courses other staff completed last spring, Guiding Children's Behavior and Supporting Social and Emotional Development. During our next supervision meeting, we will review the course content and connect it to related Head Start Program Performance Standards, the IM on reporting child incidents, and our agency reporting protocols.  Next Steps			
<ul> <li>Sean to complete iPD courses: iLookOut, Guiding Children's Behavior, Supporting Social and Emotional Development</li> <li>Sean to review HSPPS and IM provided</li> </ul>			
Sean has completed all three iPD courses and shared an interest in also completing the Beginning Teacher Series modules. Discussed a timeline for completion — Sean feels confident that he can complete the remaining modules by 8/31. We will review the content of this additional iPD course during an upcoming 1:1 meeting.	Sean P. Daphne S.	8/10	
Reviewed Head Start Standards of Conduct and Reporting Child Incidents IM — responded to Sean's questions about who is responsible for reporting to the state/local authority and who reports to the Office of Head Start based on agency protocols. Provided Sean with the agency Emergency Preparedness, Response, and Recovery (EPRR) Plan to review. All staff received via email on 7/25 resources on active supervision to review prior to the 8/2 training with our Health Coordinator. Sean has not reviewed them yet but plans to do so prior to training.			
<ul> <li>Next Steps:</li> <li>Sean to review the EPRR plan and active supervision resources prior to the 8/2 training</li> <li>Sean to attend 8/2 Health Coordinator Training: Health &amp; Safety Checklist, Active Supervision</li> <li>Sean is to attend pre-service training 8/3-4</li> </ul>			
Tean has successfully completed the modules of the iPD Beginning Teacher Series.  Next Steps:  During the next 1:1 on 9/15, we will discuss creating a new IPDP to capture Sean's training and PD interests	Sean P. Daphne S.	8/31	

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