



Individualized Professional Development Plan

Action Plan: Head Start Assistant Teacher Example

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

Staff Name: Sean P.		Supervisor Name: Daphne S.		Date Achieved: 8/31
				Date Developed: 7/15
Staff meets HSPPS qualifications for job role: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan: <input type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input checked="" type="checkbox"/> Other:		
Goal 1: Onboarding Online iPD Training: iLookOut, Guiding Children's Behavior, Social and Emotional Support prior to the program start date (8/15)				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
Register for an ECLKC and iPD account. Complete iPD courses (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	<input checked="" type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

Staff Signature and Date: Sean P. 7/15 _____

Supervisor Signature and Date: Daphne 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.



Individualized Professional Development Plan

Action Plan

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

Staff Name: Sean P.		Supervisor Name: Daphne S.		Date Achieved: 8/31
				Date Developed: 7/15
Staff meets HSPPS qualifications for job role: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan: <input type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input checked="" type="checkbox"/> Other:		
GOAL: Review Head Start and program policies and procedures related to child safety. Complete pre-service safety 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 he covers multiple sites.				
Date to revisit Goal: 8/10	<input checked="" type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

Staff Signature and Date: Sean P. 7/15

Supervisor Signature and Date: Daphne 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.



Individualized Professional Development Plan

Action Plan Follow-up and Status Updates

Instructions: Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
<p>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.</p> <p>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.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> Sean to complete iPD courses: iLookOut, Guiding Children's Behavior, Supporting Social and Emotional Development Sean to review HSPPS and IM provided 	Sean P. Daphne S.	7/15
<p>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.</p> <p>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.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Sean to review the EPRR plan and active supervision resources prior to the 8/2 training Sean to attend 8/2 Health Coordinator Training: Health & Safety Checklist, Active Supervision Sean is to attend pre-service training 8/3-4 	Sean P. Daphne S.	8/10
<p>Sean has successfully completed the modules of the iPD Beginning Teacher Series.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> During the next 1:1 on 9/15, we will discuss creating a new IPDP to capture Sean's training and PD interests as part of a year-long onboarding process 	Sean P. Daphne S.	8/31

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.