



Individualized Professional Development Plan

Action Plan: Child Development Specialist Example

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

Staff Name: Caitlin Z.		Supervisor Name: James L		Date Achieved: 11/1
				Date Developed: 10/15
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 checked="" 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 type="checkbox"/> Other:		
Goal: Learn state licensing requirements for family child care programs to best support providers to meet both Head Start and state standards.				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
Complete state-hosted licensing training for family child care providers.		4-hour training hosted at Child Care Resources Office	By 11/1	11/1
Potential Challenges: No challenges are anticipated at this time				
Date to revisit Goal: 11/15	<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: Caitlin Z. 10/15

Supervisor Signature and Date: James L. 10/15

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: Caitlin Z.		Supervisor Name: James L		Date Achieved:
				Date Developed: 10/15
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: Build collaborative, professional partnerships with assigned family child care providers				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
Schedule and complete 2x monthly visits with family child care providers		Agency-issued laptop	Ongoing	In progress
Support facilitation of monthly family child care provider meetings hosted at the lead agency conference center. Meetings are held on the 3 rd Saturday of each month.		Planning time with the education manager and disability services coordinator	Ongoing	In progress
Potential Challenges: There may be some resistance from family child care providers to work with a new CD Specialist; previous specialist had worked with providers for 5+ years. This will be added as an ongoing agenda item for supervision meetings, to provide additional support as needed.				
Date to revisit Goal: 11/15	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" 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: Caitlin Z. 10/15

Supervisor Signature and Date: James L. 10/16

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>Caitlin is a new Child Development Specialist with previous experience as both a Head Start teacher and an Early Head Start teacher. She is well versed in Head Start Program Performance Standards and state licensing requirements for center-based programs but does not yet know how regulations for family child care programs differ.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Caitlin will complete the family child care licensing training offered by Child Care Resources. • During the next check-in meeting, we will discuss key differences in licensing requirements between center-based and family child care. 	<p>Caitlin Z. James L.</p>	<p>10/15</p>
<p>Caitlin completed the licensing training offered by Child Care Resources. She created a matrix that compares state licensing requirements for family child care to Head Start Program Performance Standards. She will reference this matrix as needed in her work with providers.</p> <p>Caitlin has met twice with the education manager and disability services coordinator to prepare for the family child care meeting planned for this coming Saturday. She will be sharing her licensing and HSPPS matrix as an optional tool for providers.</p> <p>Caitlin has expressed an interest in learning more about effective outdoor play for mixed-age groups, based on her initial meetings with providers. She has found an online course that will be offered in January. We will review options for use of agency professional development funds for the course during our next check-in meeting.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Caitlin will email details about course outdoor play course, including the course fee. • James will share with Caitlin the forms to apply for agency professional development funds. • Enrollment in the course begins next week, so the plan is to meet at the end of the week to discuss the course and complete the needed forms together 	<p>Caitlin Z. James L.</p>	<p>11/15</p>

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.