



Individualized Professional Development Plan

Action Plan: Disability Services Coordinator Example

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

| Staff Name: <i>Asha W.</i> | | Supervisor Name: <i>Mariana T.</i> | | Date Achieved: |
|--|--|--|---|------------------------------------|
| | | | | Date Developed: <i>9/15</i> |
| 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: <i>Complete iPD Disability Services Coordinator courses</i> | | | | |
| Steps needed to achieve this goal | | Resources needed (People, materials, financial support) | Timeframe (Realistic time needed to complete step) | Date Completed |
| <i>Obtain an iPD account, enroll in courses</i> | | <i>ECLKC, iPD accounts</i> | <i>Completed during the 9/15 meeting</i> | <i>9/15</i> |
| <i>Complete iPD Disability Services Coordinator Foundations courses</i> | | <i>Wi-Fi hotspot</i> | <i>6 months</i> | <i>In progress</i> |
| | | | | |
| | | | | |
| Potential Challenges: <i>First iPD and first online course – may be a learning curve to navigate a 100% virtual training</i> | | | | |
| Date to revisit Goal: <i>10/15</i> | <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: *Asha W. September 15th*

Supervisor Signature and Date: *Mariana T. September 15th*

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: <i>Asha W.</i> | | Supervisor Name: <i>Mariana T.</i> | | Date Achieved: |
| | | | | Date Developed: <i>9/15</i> |
| 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: <i>Apply course content to practice with community partners and program education staff</i> | | | | |
| Steps needed to achieve this goal | | Resources needed (People, materials, financial support) | Timeframe (Realistic time needed to complete step) | Date Completed |
| <i>Join the MyPeers Inclusion and Disability Services community; attend monthly networking sessions facilitated by NCECDTL</i> | | <i>Monthly networking (1 hour; will participate offsite), Wi-Fi hotspot</i> | <i>Ongoing</i> | <i>In progress</i> |
| <i>Meet with the education manager to plan an "inclusion spotlight" during monthly education staff meetings – to share info and resources and to share the ECLKC monthly Disability Services Newsletter and encourage others to sign up</i> | | <i>Time to plan meetings, gather resources</i> | <i>September-June</i> | <i>In progress</i> |
| <i>Review the LEA MOU and work with the education manager and partners to update it for the next program year</i> | | <i>MOU, sample MOUs from other HS programs</i> | <i>April-August</i> | <i>Not yet started</i> |
| | | | | |
| Potential Challenges: <i>No challenges identified at this time.</i> | | | | |
| Date to revisit Goal: <i>October 15th</i> | <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: *Asha W. September 15th*

Supervisor Signature and Date: *Mariana T. September 15th*

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>First meeting with Asha in her new role. Asha has been a lead teacher in both a preschool and infant/toddler class at the program for 10 years. She has moved into the Disability Services Coordinator role. Asha has experience supporting parents from her previous role as a teacher but is interested in learning about what makes her DSC role unique. Asha has expressed interest in taking additional college courses. As a starting point, Asha will complete the iPD Disability Services Coordinator Foundations courses. At future 1:1 meetings we will discuss what she has learned from the courses and plan how she can apply it. Asha did not have an ECLKC/iPD account – we set this up as part of our first meeting.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Enroll in the Disability Services Foundations course • Join MyPeers Inclusion and Disability Services Community • Plan first “inclusion spotlight” for 9/30 meeting, topic: Visual Supports • Attend monthly MyPeers networking (ongoing) | <p>Asha W. Mariana T.</p> | <p>9/15</p> |
| <p>Asha has completed the Disability Services Coordinator Foundations iPD course and has enrolled in a new course, Supporting Infants and Toddlers with Disabilities and Suspected Delays. She has also signed up for training on how to navigate the IEP process being facilitated by our LEA. The session is designed for families, but Asha notes that, as we begin to renew our MOU, it will be helpful for her to have a solid understanding of the process from the LEA perspective</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Plan second “inclusion spotlight” for 10/30 meeting, topic: Peer Support • Review current LEA MOU • Attend LEA IEP training • During the next 1:1 on 8/10, discuss creating a new IPDP to capture Sean’s training and PD interests as part of a year-long onboarding process • Attend monthly MyPeers networking (ongoing) | <p>Asha W. Mariana T.</p> | <p>10/15</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.