



# Individualized Professional Development Plan

## Action Plan: Head Start Teacher Example

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

<b>Staff Name:</b> Corey F.		<b>Supervisor Name:</b> Tracey T.		<b>Date Achieved:</b>
				<b>Date Developed:</b> 7/15
<b>Staff meets HSPPS qualifications for job role:</b> <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		<b>Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:</b> <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:		
<b>Goal 1:</b> Complete 15 course credits in ECE to supplement a current AA in a related degree.				
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)	<b>Timeframe</b> (Realistic time needed to complete step)	<b>Date Completed</b>
Complete one hybrid-online course per quarter as listed in the notes below.		Time, early release on Tuesday afternoons to attend class, Sarah to sub in classroom	Fall: Sep-Dec, Winter: Jan-March, Spring: April-June	In progress
Apply for agency professional development funding.		PD request form submitted quarterly with proof of registration and a list of costs	One month prior to registration: August, December, and March	Fall: 8/1 Winter: 12/1 Spring: 3/1
Set up an appointment with a college advisor; plan course sequence.		NA – will meet via Zoom	By August 15 <sup>th</sup>	8/15
<b>Potential Challenges:</b> Need a quick turnaround for PD fund approval to secure funds and pay for the course				
<b>Date to revisit Goal:</b> 10/15	<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:** Corey F. July 15<sup>th</sup>

**Supervisor Signature and Date:** Tracey T. July 15<sup>th</sup>

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.



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## Action Plan

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<b>GOAL 2:</b> Strengthen practices that support meaningful engagement of children with disabilities in the classroom.				
Steps needed to achieve this goal	Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed	
Join the community of practice with other staff completing the same AA courses.	Monthly CoP meetings (1 hour), will need release time from the classroom, substitute	CoP meetings monthly October-May	In progress	
Work with a coach to develop quarterly goals related to course content,	Weekly coach check-in (Friday afternoons, 45 minutes)	Sep-Jun	In progress	
<b>Potential Challenges:</b> Getting consistent staff coverage for CoP meetings.				
<b>Date to revisit Goal:</b> 10/15	<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	

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## Action Plan Follow-up and Status Updates

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

Follow-up and Status Updates	Attendees	Date
<p>Met with the newly hired teacher, Corey. Corey has been moved from Assistant Teacher to Teacher position to start the program year. Corey has an AA degree in a related field, but only 5 credits of coursework in ECE. Director has worked with the Regional Office to provide a waiver to allow Corey to work in the position while completing the ECE coursework. The plan is to complete one course per quarter in Fall, Winter, and Spring to earn 15 credits. Corey will join a cohort of five additional staff also completing the same courses this year in a community of practice. The Head Start coach will provide virtual coaching on course-related goals using the Head Start Coaching Companion.</p> <p><u>Next Steps for Corey</u></p> <ul style="list-style-type: none"> <li>• Enroll in a course for Fall Quarter.</li> <li>• Apply for agency PD funding.</li> <li>• Begin attending monthly CoP (ongoing).</li> <li>• Discuss goals with the coach and set up a Head Start Coaching Companion account.</li> </ul> <p><u>Next steps for Tracey</u></p> <ul style="list-style-type: none"> <li>• Meet with the coach to discuss additional resource needs.</li> </ul>	<p>Corey F. Tracey T.</p>	<p>7/15</p>
<p>Corey has successfully enrolled in the first course of the series, Child Development, Birth through Age Eight. Funding has been secured..</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Submit Corey's transcripts quarterly to HR with cc' to the director for waiver plan tracking.</li> </ul>	<p>Tracey T.</p>	<p>8/15</p>
<p>Corey has met once with both the CoP group and the coach. The coach has set up coaching goals with all staff in the cohort. The CoP group has requested to move their meeting date to Friday afternoon to allow for more time, 1.5 hours instead of 1 hour. The original date and time were scheduled during child-contact time. The group will now meet from 3:30-5:00 on Fridays. Identified teaching practice focus with the coach: developmentally appropriate planning for children using observations and the Head Start Early Learning Outcomes Framework</p> <p>Next Steps: Submit Corey's transcripts quarterly to HR with cc' to the director for waiver plan tracking.</p>	<p>Corey F. Tracey T.</p>	<p>10/15</p>

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