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| Policy Number: PRO 001 | Title: Higher Learning and Professional Development |
| Performance Standard 1302.92 | Effective Date: 8/2015 |
| USD 418 BOE Policy: | Policy Council Approval/Revision: 9/2015, 6/2018, 9/2018 |

Policy:

A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate.

Procedure:

Higher Learning and Professional Development Procedures

A well trained, qualified staff is essential in providing high quality services that meet the needs of the children, families and the program. To continually improve services and program goals, staff will be engaged in a process of professional development. The training plan will provide for continuous learning that addresses program wide philosophy and goals, as well as individual goals and job requirements.

Qualified Staff

Staff will be recruited and hired who possess the knowledge and skills required to fulfill their job responsibilities. Hiring processes are determined by the policy council. Program management will consider the potential employees training and experience, communication skills, teaming skills and overall competency when selecting interviewees. Head Start parents are encouraged to apply and fill positions in which they are qualified.

Orientation of New Staff

New staff will participate in orientation activities designed to support them in performing their jobs with the spirit and philosophies of the Head Start program. Supervisors will work with new employees to plan activities such as a mentoring program, shadowing a peer, observations and other related activities. *In case of absence, director or education manager will meet with employee to share resources and update on PD s/he missed.

Ongoing Professional Development

Performance appraisals will occur annually to assist all staff in assessing their performance. Supervisors and team members will provide feedback to develop the appraisal. Each staff member will develop a professional development plan to link performance, staff interests and goal development. The staff member and their supervisor will plan training activities, resources and a timeline. *In case of absence, director or education manager will meet with employee to share resources and update on PD s/he missed within a month after the training took place.

Assessment of Program goals

Classroom observations, parent event observations, analysis of child and program outcomes, performance appraisals and feedback from parents will be used to develop program goals and training needs. The PIR, NRS, Self Assessment and Community Needs Assessment will also be used to develop goals.

Basic training updates

New and returning staff will receive regular training on the following:

1. Head Start philosophy and mission
2. CPR and 1st aid
3. Health and Safety
4. Child abuse and neglect
5. Discipline and guidance
6. Wellness and health

In-services will be developed based on basic training updates, program goals and other related topics. In-service will be held throughout the school year as identified by the negotiated agreement and based on Performance Standards.

CDA Training

Classified education employees who do not have formal training or a degree will be encouraged to pursue a CDA. Trainings and in-service will address many CDA areas, or staff may take college courses or CDA study courses through KCCTO and courses will be purchased by the Head Start program. Plan for CDA training will be addressed in the employees professional development plan. Upon completion of CDA training and receipt of certification, the employee will receive a \$.40 per hour raise for completion of the program.

FDC

Classified family advocate employees who do not have formal training or a degree will be encouraged to pursue a FDC. Trainings and in-service will address many FDC areas, or staff may take college courses or FDC study courses. Plan for FDC training will be addressed in the employees professional development plan. Upon completion of CDA

training and receipt of certification, the employee will receive a \$.40 per hour raise for completion

Individual Development Plans

All certified staff members must complete a USD 418 IDP. The plan must be approved by the Director and the district Professional Development Council.

Higher Education Reimbursements

McPherson/Marion County Head Start supports higher education efforts made by all staff members. A professional development plan will be created with each employee to set goals of pursuing higher education, training or improved job performance. In effort to encourage staff to acquire a Bachelor's degree in early childhood or a closely related field, the program will reimburse staff members for one course per semester, based on the qualifications listed below:

1. The course plans must meet an annual goal of the program, meet regulations or must be related to the employee's position.
2. Staff member enrolls in classes as stated by their professional development plan.
3. Staff members fill out reimbursement request and get signed permission for reimbursement before enrolling in courses they want to have reimbursed.
4. Staff actively participate in the course, attend class sessions and receive the grade of an A or B in the course.
5. Staff submit receipt of payment and recording of grade from the college or university for reimbursement after the course is completed.
6. Staff must be in good standing with the Head Start program in order to be approved.

Textbooks will not be reimbursed for the staff person and payment is at the responsibility of the staff person. Any staff person in the reimbursement program will agree to continue employment at the program at minimum twelve months after reimbursement occurs.

Staff who have previously earned a Bachelor's degree are not eligible for reimbursement. Any degree qualifications listed on the employee's job description are the responsibility of the employee to acquire and pay for. (Example: renewal of teaching certificate is not applicable to this program).