

<input type="checkbox"/> First Year Assistant	<input type="checkbox"/> Seasoned Assistant
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Assistant Professional Development Plan

School Year: _____

Assistant Name _____ Campus Name _____

Online Head Start training modules are completed annually. Time dedicated to professional growth through the online modules do not count towards the required 15 hours. Certificate of completion for online training modules is required. Certificates are to be turned in at the time of completion.

Professional Development is classroom focused and presented in various forms, such as:

1. **First Year Assistant in Head Start** - Blood Borne Pathogens, Child Abuse Prevention, Students with Chronic Illness, A Clean Defense/Hand-washing, Playground Safety, Fire Safety For Schools, Tooth Brushing, Terrific Transitions, & Family Style Meals
2. **Seasoned Assistant in Head Start** – Essential Components of the Head Start Classroom
3. Professional Development provided by the campus or school district and/or workshops attended to increase knowledge of early childhood education

Head Start Act of 2007

Professional Development Plans - Each Head Start agency and program shall create, in consultation with an employee, a professional development plan for all full-time Head Start employees who provide direct services to children and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness. The agency and the employee shall implement the plan to the extent feasible and practicable.

Head Start Performance Standards

Staff complete a minimum of 15 clock hours of professional development per year.

Assistant Name _____

Title of Professional Development Training Session	Date Completed	Number of Training Hours	Evidence Attached

First Semester review by Specialist _____ Second Semester review by Specialist _____

I have attended professional development in order to increase my knowledge of the early childhood education.

Assistant Signature

Date

Assistants: Please maintain copies of your training certificates: Keep a copy for your personal records, submit a copy to your HR Dept. for your personnel records, and place a copy with your Professional Development Plan.

Specialist Signature

Date

Specialists: At the end of the school year, the Professional Development Plans and training certificates will be kept on file at ESC-20 by the Operations Assistant.