HEAD START PROCEDURES FOR:
STAFF TRAINING & DEVELOPMENT PROCEDURES
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0   **Scope: <u>Performance Standard 1302.92 Training and Professional Development.</u>**

2.0   **Responsibility**:
      2.1   Head Start Director
      2.2   Grantee/Delegate Staff

3.0   **Resources**:
      3.1   Head Start Consultants
      3.2   Visit reports
      3.3   Self-Assessment;
      3.4   Job Descriptions

4.0   **Procedures**
      4.1   Each year, prior to the beginning of the new school year, staff orientation will be conducted based on identified needs, program changes, staff requests for training, and general review of Head Start Standards.
            4.1.1   Orientation will include training on how to recognize and report child abuse and neglect.
            4.1.2.1 Additional child abuse training opportunities are provided throughout the year.
            4.1.2   Orientation will include training on Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA). See also P&P 1305.4 (n) Training
      4.2   Orientation for new Head Start employees will be conducted prior to employment and Orientation to the governing body, and policy council will be done on an annual basis.
            4.2.1   Training will cover:
                4.2.1.1 Head Start Performance Standards
                4.2.1.2 Grantee Operational Plan
                4.2.1.3 Grantee Policies and Procedures
                4.2.1.4 Handbook including forms processes
                4.2.1.5 Overall Grantee Goals and Philosophy, of Early Head Start and Head Start, the education approach, and the ways in which they are implemented by the program.
                4.2.1.6 ERSEA
      4.3   New teaching staff will be required to attend additional training on early childhood best practices including but not limited to curriculum, discipline, mental health, health, nutrition, literacy, and school readiness. Google classroom courses are included.
      4.4   At least 2 times during the year, full day training will be provided by Grantee/Delegate staff or by consultant specialists brought in to strengthen Head Start staff knowledge and performance.

4.5 Credit will be provided for these trainings through the Region 14 ESC Staff Development PITStop System and documented on the Region 14 HS Individual Professional Development Log.

    4.5.1 Grantee/Delegate will pay for substitute teachers so classroom teachers can attend training(s).

    4.5.2 Training and professional development will be entered into ~~myHeadStart~~ the web-based data system to include the number of credit hours. Staff attending training or professional development outside our organizations will be required to provide a certificate as proof of attendance and hours earned.

4.6 A scholarship fund is provided for Head Start staff members who wish to obtain a CDA, Associate's degree, or receive a Bachelor's degree if they do not have one, based on the number who apply and amount of funds available.

4.7 Staff will be polled at least twice a year as to their training needs and desires.

4.8 As Education consultants analyze assessment data throughout the year, training needs will be determined based on improving child outcomes.

4.9 Grantee/Delegate self-assessment will also be used to identify training needs.

4.10 Grantee/Delegate will make recommendations for training based on classroom observations, quarterly visits, staff contacts, and new policies and procedures.

4.11 Individual goals for each teacher and education assistant will also be used to identify training needs.

5.0 Associated documents

    5.1 Head Start Grant
    5.2 Operational Plan
    5.3 ESC Head Start Training Plan
    5.4 End of the Month Reports
    5.5 Quarterly Reports
    5.6 Individual Goals and Training Plan
    5.7 Google Classroom

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Policy Council meeting minutes	Print	Policy Council Binder	7 years	Shredded	Locked Office

End of the Month Reports	Print	ESC file	7 years	Deleted	Locked cabinet
CYL Meetings Minutes	Print	CYL Binder	7 years	Shredded	Locked Office
Quarterly Reports	Print	ESC Files	7 years	Shredded	Locked Office
Individual goals and training logs for classroom staff	Google	ESC Files	7 years	Deleted	Password protected

7.0 **Monitoring**:
      7.1   Program Monitoring

8.0 **Revision History**:

Date:	Revision#	Description of Revision
6-2006		
5-2009	5.6 & 4.10	Individual Goals for Teachers & Aides
8-2009		Reviewed
7-2012		Reviewed
2-2015	4.3	New teaching staff training
8-2015		Review
10-2015	2.2, 4.4, 4.5.1, 4.9, 4.10	Added "Grantee/Delegate:
6-2016	1.0, 3.1, 4.5, 4.5.1,4.8, 5.4, 6.0	Changed 1304.50(k) to 1304.52(l)(1) 3.1Changed to "Education and Disability Consultants" 4.5.1 deleted "four"- clarified wording 4.5.2 deleted sentence 4.8 added "based on data" , "three" 5.4 added "end" 6.0 changed tenth of month to "end", changed storage of training logs to "Google"
5-2017	4.2	Added governing body and policy council; changed 1304.52(l)(1) to 1302.92
5-2018		Reviewed
6-2019	4.3	added "Google classroom courses are included."

	5.7	added "Google Classroom"
5/27/2021	4.1	Replace "teacher" with "staff"
5/27/2021	4.5.2	Replace: During April and May the Head Start Education Consultant will assist teachers and education assistants in developing goals for classroom improvement. The Region 14 Head Start Classroom Teachers and Assistants Staff Development forms will be completed using goals that have been identified by the teacher or education assistant and the Head Start Education Consultant. As more needs are identified, new goals and staff development will be placed in the employee's file at Region 14 ESC at the end of the school year. The ongoing goals will help determine staff development needs. with: Trainings and professional development will be entered into myHeadStart to include the number of credit hours. Staff attending training or professional development outside our organizations will be required to provide a certificate as proof of attendance and hours earned.
5/27/2021	4.8	Replace: Additional training needs assessments based on data will be conducted at least three other times

		during the school year. with: As Education consultants analyze assessment data throughout the year, training needs will be determined based on improving child outcomes.
4/29/2022		Reviewed
12/2022	4.0, 4.5, 4.5.2	remove "myHeadStart" replace with "the web-based data system"