

Site Supervisor/Assistant Site Supervisor  
Professional Development Plan  
4/25/22

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PD Activity Completed \_\_\_\_\_

Staff meets qualifications outlined on job description.      **Yes**\_\_      **No** \_\_

**Current Education Status:** Check one.

\_\_\_ AA/AAS in \_\_\_\_\_      \_\_\_ BA/BS in \_\_\_\_\_

\_\_\_ Director Credential Level \_\_\_\_\_      \_\_\_ Masters in \_\_\_\_\_

**Continuing Education Plan (check one)**

\_\_\_ Not applicable: This site supervisor meets all requirements.

\_\_\_ I am currently enrolled/planning to enroll in classes/credentialing process with an anticipated completion date of \_\_\_\_\_.

\_\_\_ I am not planning to pursue additional college/credentialing education at this time

because \_\_\_\_\_.

**Training**

\_\_\_ Welcome Every Child Complete (7.5 hr)

\_\_\_ CLASS Training Complete

\_\_\_ SIDS/SBS Current  
(N/A for Beardstown)

\_\_\_ Integrated Pest Management Complete

\_\_\_ Food Manager's Certificate Current

\_\_\_ Lead in Water: Protecting Illinois Children

\_\_\_ I will complete the \_\_\_\_\_ (course listed above) by \_\_\_\_\_.

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## **In-service Requirement**

Head Start requires that each Site Supervisor shall attend not less than 15 clock hours of professional development per year. The PACT program will provide most if not all of that professional development through preservice and in-service training hours. Each classroom teacher is responsible for monitoring the completion of these hours through by evaluating the Professional Development Report on the Gateways website. In addition, if the staff is absent from PACT's scheduled training, the staff is responsible for making up those hours through another venue. Staff may access their staff development funds in order to obtain the required hours.

## **Ongoing Professional Development Goals (check as many as apply)**

Based on evaluation and observation goals, supervisor/coordinator feedback, review of children's outcomes and my-self assessment of skills and interests, during the coming year I would like to develop and/or refine skills in the area(s) of:

\_\_\_\_\_.

I feel I need:

\_\_\_\_\_ Knowledge    \_\_\_\_\_ Skills    \_\_\_\_\_ Motivation/Desire    \_\_\_\_\_ Exhibit my knowledge

\_\_\_\_\_ read resources

\_\_\_\_\_ view a webcast/video

\_\_\_\_\_ observe another staff member

\_\_\_\_\_ obtain a mentor/coach

\_\_\_\_\_ attend a training session

\_\_\_\_\_ enroll in a college class

\_\_\_\_\_ obtain/renew a credential \_\_\_\_\_

\_\_\_\_\_ conduct a training

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Date: \_\_\_\_\_