

**Staff**  
**Professional Development Plan**  
(Cooks, Transportation Staff, Family Advocates)

Name: \_\_\_\_\_ Class # \_\_\_\_\_ Date: \_\_\_\_\_

Review: Initials \_\_\_\_\_ Date \_\_\_\_\_

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

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

**Current Education Status:** Check one.

- \_\_\_\_\_ High School Diploma
- \_\_\_\_\_ CDA
- \_\_\_\_\_ Other Credential \_\_\_\_\_
- \_\_\_\_\_ College Credits/No Degree-number of credits \_\_\_\_\_
- \_\_\_\_\_ AA/AAS in \_\_\_\_\_
- \_\_\_\_\_ BA/BS in \_\_\_\_\_
- \_\_\_\_\_ Masters in \_\_\_\_\_

**Continuing Education Plan (check one)**

\_\_\_\_\_ I will enroll in classes for the Fall/Winter/Summer semester of \_\_\_\_\_ (year) at \_\_\_\_\_ (college).

\_\_\_\_\_ I am currently enrolled in classes at \_\_\_\_\_ with an anticipated graduation date of \_\_\_\_\_.

\_\_\_\_\_ I am not planning to pursue additional college education at this time because \_\_\_\_\_.

## In-service Requirement

Head Start requires that each staff 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 staff member is responsible for monitoring the completion of these hours by evaluating the Professional Development Report on the Gateways website. In addition, if the staff is absent from PACT's scheduled training, they are 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 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: \_\_\_\_\_