**TRAINING AND PROFESSIONAL DEVELOPMENT POLICY**

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| Policy Number: TSD1706 | Effective Date: 3/2017 | Revision: 3/20/18 | Policy Council Approval Date: 3/2017 |

**PERFORMANCE OBJECTIVE:** At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure: The training and professional development system, as described in 1302.92, effectively supports the delivery and continuous improvement of high-quality services (1302.101(b)(1)). A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with 1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety (1302.47(b)(1-8)).

**OPERATIONAL PROCEDURES (ONGOING STAFF DEVELOPMENT):**

1. All employees will receive training on the programs goals and underlying philosophy via ESC and HS/EHS Orientation.
2. All employees working directly with children will receive an annual evaluation and in collaboration with their supervisor, complete a Professional Development Plan.
3. All employees will complete a minimum of 15 clock hours of professional development per year that focuses on their job responsibilities within the EHS/HS program. These hours will be verified on Missouri’s OPEN (Opportunities in a Professional Education Network) system and Child Plus.Net.
4. All employees with regular child contact will have ongoing training in all state, local, federal, and program-developed health, safety, and child care licensing requirements. Training dates and times will be made available to all employees via a Google Calendar. Whenever possible, training will be approved through the Missouri Workshop Calendar.
5. All employees will receive annual training on methods to handle suspected child abuse and neglect.
6. Child and family services staff will receive training on family engagement strategies, family services, health services, and disabilities, to strengthen their ability to promote child and family outcomes.
7. Education staff will receive training in effective curricula implementation, Head Start Early Learning Outcomes Framework, partnering with families, supporting children/families with disabilities, effective & nuturing adult-child interactions, supporting dual-language learners, addressing challenging behaviors, preparing children and families for transition, and using data to individualize learning experiences to improve outcomes for children.
8. Education and Home Visiting staff will be assessed for strengths and areas of needed support. Staff who would benefit most from intensive coaching will receive at a minimum, opportunities to be observed and receive feedback and modeling of effective teacher practices related to program performance goals. Education staff who *are not* identified for intensive coaching will receive other forms of research-based professional development aligned with program performance goals.
9. Employees who have required education and/or credentials as part of their employment must ensure they maintain their certification/credentials. Area Supervisors and the Staff Development Coordinator will assist the employee in this process.
10. The development of the program’s Training and Technical Assistance Plan will be conducted through the collaboration of Coordinators, Area Supervisors and Directors. The Plan will identify strategies for ensuring the ongoing training needs of all employees and will include data from the Self-Assessment, Center/Site Visitation Reports, and Staff Development Plans.

**OPERATIONAL PROCEDURES (NEW EMPLOYEES):**

1. The Area Supervisors will work closely with the Human Resources Department to ensure the program maintains a current list of all new employees hired.
2. Every effort will be made to ensure all new employees with regular child contact receive their “New Employee” training within 3 months of hire.
3. New employees will be provided a Training Schedule, specific to their position, by their supervisor. The training will be tracked by the employee and their supervisor.
4. All new employees will complete registration with OPEN and will obtain a MOPD ID that will be used to track individual clock hours and training.
5. All new employee training will be developed and scheduled through the collaboration of the HS/EHS Coordinators and other designated trainers. Times and dates of training will be made available through a Training Calendar and access will be given to all employees.
6. Certain HS/EHS employees may be assigned a “mentor” to assist them in the beginning of their employment. Positions will be identified by the Area Supervisors, Coordinators and Directors.