

**Northeast South Dakota Head Start Program
Training and Professional Development Plan**

Standard	Implementation	Responsibility	Time Frame	Documentation
(i) Reporting child abuse & neglect (ii) Successful child & family transitions	Staff training sessions will allow opportunities for peer dialogue and networking related to the content training.	Supervisors Education Manager Training Coordinator	Monthly	Attendance Agendas
	All education staff will receive monthly observations and mentor support sessions.			
	Mentors will identify common needs determined from the mentoring process and share these with the Education Manager & Training Coordinator.			
	Supervisors/Mentors will monitor child progress through child outcome data.	Managers Coordinators	January May	CCPORT - reports
	Required trainings will include but not be limited to: <u>Child Abuse / Neglect</u> *Provide staff with a copy of relevant laws *Provide training on identification & reporting * Assign one person the responsibility of supporting staff	Managers Coordinators	Yearly September	Agendas Attendance
	<u>Transition</u> * Provide training and copy of transition plan to staff * Meet with staff to determine individual transition activities			
<u>Health</u> *First Aide / CPR *Blood Borne Pathogens Family Service - Parent Involvement	Supervisors Managers	Yearly	Agendas Attendance	
<u>New Employee Training & Orientation</u> *Mission and vision of the program *Introduction & explanation of Head Start Performance Standards *Program policies and procedures, including standards of conduct *New Employee Checklist *Go over Position Result Description (job requirements)	Supervisors	Ongoing	Agendas Attendance New Employee Signatures	

**Northeast South Dakota Head Start Program
Training and Professional Development Plan**

Standard	Implementation	Responsibility	Time Frame	Documentation
<p>1304.52 (k)(4)</p> <p>Provide training or orientation to Head Start governing body members and Policy Council members.</p>	<p>Provide agency's history, mission statement, and organizational structure.</p> <p>Provide training regarding their roles and responsibilities in governing, organizing, and operating the program.</p> <p>Provide Performance Standards</p>	<p>Manager</p>	<p>Ongoing</p>	<p>Agendas Information Packets Video</p>
<p>1304.40(f)(1-4) Parent Education</p>	<p>Provide parents/volunteers with education in the areas of Health, Nutrition and Mental Health at monthly parent meetings and information sent home. Parents/volunteers will be invited to Staff Trainings and State Conferences</p>	<p>Coordinators</p> <p>Coordinators</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Agenda Newsletters</p> <p>Memos</p>
<p>1304.40(e)(1-4) (i)(ii) Parent involvement in child development and education</p>	<p>Provide training and materials for parents/volunteers in the area of child growth and development.</p> <p>Provide parenting classes and information.</p> <p>Provide family literacy activities.</p> <p>Refer parents to adult literacy programs.</p> <p>Refer parents to English as a second language programs.</p>	<p>Managers Coordinators Teacher Home Visitors</p>	<p>Ongoing</p>	<p>Newsletters Agendas Tracking</p>

**Northeast South Dakota Head Start Program
Training and Professional Development Plan**

Standard	Implementation	Responsibility	Time Frame	Documentation
	<p><u>Priority for Staff Training and College Credit</u></p> <ul style="list-style-type: none"> • Degrees for teachers • College credit or CEUs for teachers to keep their teaching certificate up to date • Teacher Assistants – CDA or Early Childhood Associate • Education Coordinators - Degree • College credit to meet the requirement of the position • Training or college credit regarding Initiatives • Training and college credit that will enhance job performance or provide opportunity for advancement for all staff <p><u>Guidelines for Staff Training & College Credit Reimbursement</u></p> <ul style="list-style-type: none"> • Applicants need to submit a Staff Training Reimbursement Form prior to attendance (See attached form) • Reimbursements will be made to applicants when a copy of receipt of payment, notification of class completion or attendance and passing grade if college credit is received is turned in. • College credit will be reimbursed at the current hourly rate for undergraduate credit at the state resident rate. • Registration fees will be reimbursed at the approved cost for the training • Reimbursement will be made contingent upon availability of funds. 	<p>Managers Coordinators Staff</p>	<p>Ongoing</p>	<p>Reimbursement Forms</p>