



Individualized Professional Development Plan

Action Plan: Early Head Start Center-based Teacher Example

Instructions: Develop a plan to support career development within current job role or in preparation for a new position.

Staff Name: Alex P.		Supervisor Name: Casey Y.		Date Achieved:
				Date Developed: 7/15
Staff meets HSPPS qualifications for job role: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input checked="" type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan: <input type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input checked="" type="checkbox"/> Other:		
GOAL: 1) Complete Infant/Toddler courses to complete Infant/Toddler CDA				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
Complete the remaining 10 infant/toddler education clock hours, using iPD Beginning Teacher Series-Infant Toddler modules, to submit Inf/Tod CDA application by Oct 15.		Protected time 1 hour per week for 12 weeks, laptop	Anticipated completion 9/30	9/30
Coach observation of CDA competencies		Head Start Coaching Companion, iPad for video recording	Anticipated completion 9/15	9/15
Submit CDA application		Agency PD funds for fees	10/15	In progress
Potential Challenges: None anticipated.				
Date to revisit Goal: 9/6	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

Staff Signature and Date: Alex P. 7/15

Supervisor Signature and Date: Casey Y. 7/15

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



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Action Plan

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GOAL: 2) Strengthen practices that support meaningful engagement of children with disabilities in the classroom.				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
Meet with the disability services coordinator to review IFSPs and strategies to support children in the classroom.		Quarterly meeting with the disability services coordinator	Ongoing	In progress
Add meaningful engagement of children with disabilities as a goal for coaching for the first cycle of the program year.		Monthly meeting with EHS coach, Head Start Coaching Companion	Ongoing	In progress
Potential Challenges: None anticipated.				
Date to revisit Goal: 9/6	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

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Action Plan Follow-up and Status Updates

Instructions: Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
<ul style="list-style-type: none"> iPD coursework is nearing completion; 2 more modules are needed to complete the series. Alex reports enjoying the modules and found the module on observation especially helpful. Alex prefers to do iPD coursework offsite as there are fewer distractions – will go to the local library from 2:00-3:30 on Fridays. iPad used for filming practice is no longer functioning after an accidental drop while outdoors – plan for a smaller portable camera, something that fits in a pocket suggested by Alex. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> Purchase camera to replace iPad for Alex, explore replacement needs for all EHS teachers (Casey). Schedule the next meeting with Alex to review goals: 10/5/2022 (Casey). 	Alex P. Casey Y.	9/6
<ul style="list-style-type: none"> Beginning Teacher Series modules are completed – need to coordinate with coach to plan for observations both live and using Coaching Companion. Goal to strengthen practice around engagement of children with disabilities needs to be adjusted; child with a disability in Alex's class has moved and is attending another EHS program. Alex still has strong interest in the goal and would like to continue to grow skills and knowledge in this area. Once the beginning teacher series is complete, Alex would like to pursue additional iPD courses that focus on disability and inclusion. He plans to begin attending Inclusion webinars. <ul style="list-style-type: none"> Will need to review staffing to plan for Alex to attend live webinar broadcasts. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Schedule the next goal review meeting for 11/5/2022 (Casey). Research iPD courses with a disability and inclusion focus (Alex). Talk with the coach to coordinate final observations both live in the classroom and using Coaching Companion (Alex). 	Alex P. Casey Y.	10/5

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