

Professional Development Procedure

The OESD 114 Early Learning Department Professional Development System consists of the following elements:

- Professional learning opportunities to support the OESD 114's mission and the Early Learning Program goal to ensure school readiness for all children
- Ongoing professional learning on racial and educational equity and cultural competency
- A continuous quality improvement cycle which includes:
 - Assessment
 - Data analysis
 - Goal setting
 - Ongoing professional learning
 - Evaluation of professional learning and its impact on staff practice and child and family outcomes
- A variety of quality professional learning opportunities based on adult learning principles with ongoing technical assistance and coaching
- An annual, program-wide professional learning plan that includes trainings required by federal and state regulations and optional opportunities to enhance staff practice
- Professional learning plans for staff that address improvement of skills and expertise to carry out Performance Standards, job responsibilities, and to meet hiring qualifications
- Support of Managers for staff to complete required training and other professional learning opportunities that support their professional learning plans
- Access to professional learning funds to support job-related training/education as available

Training and Technical Assistance Plans (T/TA)

Applications for Federal financial assistance to operate a Head Start and/or Early Head Start program must provide a comprehensive description of the organization's plans to deliver quality Head Start and/or Early Head Start services. The program's strategic planning and data analysis systems are used to develop the goals, objectives and learning impacts in order to guide and ensure delivery of quality services. The T/TA Plan should connect training needs to long range goals and short term objectives. T/TA Plans should include issues identified through analysis of data.

Coordinated Coaching

Research-based professional development is an integral component to our program. Coaching, specifically coordinated coaching, has been identified as a research-based strategy to support staff growth and development. Coordinated Coaching approaches are aligned to our program's school readiness goals and curricula and the Practice Based Coaching model is used to differentiate to meet diverse staff needs. Coaches in our program are trained and have experience using assessment data to guide coaching conversations.

Professional development and coaching needs of staff vary. All staff complete a needs assessment to determine professional development goals for the year. It is with this and program data that coaches can determine the intensity of coaching support. All staff engage in the Practice Based Coaching cycle: self-reflection, goal setting, ongoing observation, and feedback.

Staff Professional Development Offerings by Content:

Preschool Teacher Training will take place at the sites and additional training included in the All Staff schedule. Additional trainings will also include DECA training and Creative Curriculum training when needed. New staff will have individual training plans.

- Preschool Teachers will have 15 hours of in-service training
- Child Guidance
- Language
 - Phonological Awareness, Early language and literacy
 - Positive language and early literacy at home
 - Language and literacy needs of children with disabilities
 - Vocabulary Development
 - Dual Language Learner Methods
- Routines and Transitions
- Children with Disabilities
 - How to work with specialists
 - Teaching Children with Disabilities
 - Special Education Referral Process
- Curriculum Planning
- Early Math
- Early Science/STEM
- CLASS
- Cognitive skills
- Approaches to learning
- Classroom Management
- Effective instruction strategies that are based on scientifically valid research
- Creative arts
- Physical Health and development
- Social and emotional development linked to school readiness
- Creative Curriculum
- Teaching Strategies GOLD
- DECA (When hired)
- ESI (When hired)
- Child Supervision and Safety

EHS Training included in the afternoon of All Staff training Fridays and additional EHS conference and trainings. EHS staff who have family advocate and/or health advocate responsibilities also attend the advocate trainings.

Center Based

- 15 hours of In-service training Teachers
- 15 hours of In-service training Family Advocates
- Infant/Toddler Development including all domains of Development
- Screening, Assessment, evaluation and follow-up
- Curriculum and Individualization including observations
- Temperaments
- Social Emotional Development
- It's Not Just Routine (Diapering Feeding and Sleeping)
- Transitions
- Special Needs and Challenging behaviors including how to work with Specialist. Mental Health Issues and how relationships affect social-emotional needs of Infants and Toddlers
- Language and Literacy Development including vocabulary and phonological development. Positive language and early literacy at home. ELL and language and literacy need of children with disabilities.
- Early Math and Science for Infants and Toddlers
- Effective instruction strategies that are based on scientifically valid research
- Child Supervision and Safety

Prenatal (will be provided to staff through Parents as Teacher and supported through training)

- Program approach for working with Prenatal families
- Fetal Development
- Breastfeeding Promotion
- Substance Abuse
- Post-Partum Depression
- Nutrition Promotion during Pregnancy
- Dental Promotion during Pregnancy
- Community Resources
- Program approach for working with Prenatal families

Home Visitors: The home visitors in our program are supported through several training options. They receive training at a monthly Home Visiting Network meeting, since their roles include health and family services they attend the health and family advocate trainings, each home visitor is trained in the Parents as Teacher curriculum and become certified.

- Home Visits
- Socializations
- Parent Child Activities
- Home Visit safety
- Reflective Practices
- Parents As Teachers
- Assessment System AEPS
- Screening – ESI- Head Start and ASQ and ASQ:SE – EHS
- Child Supervision and Safety

Family Services Training: Family Advocates will have regularly scheduled meetings and trainings throughout the year. Advocates also have individual training at their sites and ongoing technical support.

- Performance Standards - Head Start/ECEAP
Includes: eligibility, selection, income verification and definition, enrollment, vacancies, documenting absences and analysis of follow up, definition of family size
- Enrollment reports
- Recruitment
- Transitions
- Family Partnership Agreements
- File Documentation (how and what to document)
- Poverty
- PROMIS (ongoing training offered to the entire program)
- Resources, Referrals documentation and follow-up
- Social Work/Family Support Practices and Principals (confidentiality, self-determination, strength based, respect and equality of beliefs, culture, language and parenting, cultural sensitivity, using open ended questions, motivational interviewing, family empowerment)
- Parent Engagement: classroom volunteering, Policy Council, Health Advisory, program committees, curriculum, menu's, Family Gatherings, Socializations
- Home Visits/Conferences
- Male Involvement
- Crisis Management
- Providing Employment and Education Opportunities
- Family Literacy
- Adult Education Principals
- Documenting Parent Contact Time (ECEAP only)
- Substance Abuse
- Domestic Violence
- Homelessness
- Child Supervision and Safety

Health Nutrition Advocate Training Health Team will have regular meetings and trainings.

- **New Staff**
 - Continually Assessing a Child's Health
 - Determining Health Status
 - FU on Identified Health Needs
 - Identifying Nutritional Needs
 - Involving Parents
 - Sensory Screening
 - Using Health Information to Plan for Child
- **Continuing Staff**
 - Emergency Preparedness
 - Head Lice Education
 - Injury Prevention
 - Hygiene
 - Nutrition Services
 - Child Supervision and Safety
- **The following Trainings will be given as appropriate and needed**
 - Approaching Families on Medical/Nutrition Issues
 - Appropriate Eating Patterns for Infants/Toddlers/Pre-Schoolers
 - Approaching Families on Childhood Obesity/Over-weight/Low-weight
 - Asthma
 - Basic Nutrition
 - Child Mental Health
 - Communicable Diseases
 - CSO Program/ Insurance/Food Stamps
 - Dental Care/ABCD Procedures
 - Family Gathering/Socialization Topics
 - Food Fads/New findings-research based
 - Food/Environmental Allergies
 - Hand washing
 - Health File Organization
 - High Weight/Low weight issues
 - Immunizations
 - Low Dietary Iron, Anemia
 - Sleeping Patterns
 - Smoking/Environmental Toxins
 - SIDS-Prevention and Safety
 - Tobacco/Substance Abuse (including FAE/FAS)
 - Family Gathering Education--Topics

Additional Training and Technical Assistance Opportunities

<p>Preservice: September Supervision/Safety, Positive Guidance, Self-Care, Emergency Preparedness, Child Abuse/Neglect, Medication Administration, IDEA/Behavior</p>	<p>All Staff: ongoing throughout the year</p>
<p>CCC Training Child Care Connections staff will have training ten times a year. These are open to OESD preschool staff and some are open to community child care providers.</p>	<p>Coordinator Assistants will meet 5 times a year and attend Leadership and other trainings opportunities Supervision training will be part of joint planning days and additional supervision training will be offered when available.</p>
<p>Support Staff Training Attend All-Staff trainings as appropriate and needed for their positions. Attend planned position appropriate trainings on the same days as All-Staff trainings. Attend area/regional/national position appropriate trainings that meet the goals of their individual staff development plan as budget allows and trainings are available.</p>	<p>Substitute Training occurs throughout the year. Parents are invited to attend trainings. New staff attends when they need Blood Borne Pathogens, Positive Child Guidance/Child Abuse and Neglect during the year, and Active Supervision/Counting Kids Policy. Trainings are open to all OESD Head Start /ECEAP staff. Topics include: Health and Safety, CLASS, Observation and Assessment & Challenging Behaviors.</p>
<p>PROMIS Trainings will be offered on a regular basis and individual training will be held at sites when asked for.</p>	<p>OESD required training: Boundary Invasion and Sexual Harassment will be taken online</p>
<p>Fort Worden Early Childhood Conference is an important part of our staff development plan; workshops cover topics of interest for all staff. Each staff attends one day of the conference at Fort Worden.</p>	<p>Director Training: Director attends local partnership meetings and Regional Head Start and ECEAP Director Meetings as well as Early Childhood Research Trainings when the budget allows. Director will attend Partnership Meetings with HS/ECEAP County Partners.</p>
<p>Additional Trainings will be offered periodically throughout the year. Examples are:</p> <ul style="list-style-type: none"> Adverse Childhood Experiences (ACES) CPR & First Aide Nutrition, Feeding Young Children Medication Administration DECA New Staff Orientation Poverty Training Crucial Conversations Parenting Classes Blood Borne Pathogens ADA training Supervision Training Postpartum Depression Screening Reflective Supervision Disabilities training Observation and Assessment Training USDA training 	<p>Scholarships to Training Scholarships are offered throughout the program year when trainings occur and when the budget allows. The trainings that we make available are outlined in the EHS and HS continuation plan. They are announced in memos to staff and the Just in Thyme. This year a scholarship to Collaborative Leadership Training will be offered to Leadership Team and/or Coordinator Assistants. When regional trainings through Head Start or DEL are made available we are committed to offer staff scholarships if money is available. Our program does support Washington State Association of Head Start and ECEAP by sending staff representative to the session in Olympia as well as two parent representatives.</p>
<p>ECEAP Staff with Provisional Qualifications ECEAP staff who have Provisional Qualifications will have a plan in place to progress to the Standard Qualification within 5 years of hiring. The supervisor will review the plan yearly at evaluation and indicate progress and future plans in the Individual Staff Development Plan.</p>	<p>CDA Support & Technical Assistance Assistant Teachers who are working on a CDA Certificate and Child Care Connection Teachers who are working on their CDA Certificate receive assistance, training information and support.</p>
<p>Individual Staff Training Plans "Individual Staff Development Plans" are updated yearly and monitored by site supervisors. Staff attend local and regional training's that meet the goals of their individual plans when budget allows and trainings are available.</p>	<p>MERIT Washington State Training and Registry System MERIT continuing education credit hours are available at OESD 114 Head Start/ECEAP and EHS department offered training.</p>

New Staff Training	Mentoring Training Plan for New Preschool Teacher's	Local and Regional Training/Conferences Staff Attend with scholarships provided
<p>New Staff Orientation Basics</p> <ul style="list-style-type: none"> • Mission, Vision, Strategic Plan • Performance Standards & Work Plans • Program Manual • Holiday Policies/Family Focus • Organization and supervision chart • Head Start 101 • Training available, resource library, staff development plan, all staff personal training • Conflict of Interest • Children at work • Who to go to if you have a conflict? • When can I be left alone with children? • Family Literacy • CPS DVD • Staff communication system TRUE SPEAK • Community Assessment • Boundary Invasion • Sexual Harassment 	<ul style="list-style-type: none"> • Family Staffing (debrief) • Class Routine • Review Year Timeline • Creative Curriculum Video • Creative Curriculum books • Curriculum and individualization • Developmental Screening Process and Procedures • Program and Forms Manual • Work Plans • Individual Learning plans • Linking curriculum and assessment (observation writing) • TS Gold online Assessment System • Contact visits and documentation • Intentional planning • DECA • Second Step and Touch Curriculum • Positive Behavior Support Plan • Pyramid Model • Behavior Intervention/Mental Health Referral • Action Log Documentation • Family Focus • Optional/Non-Optional List • Attendance and Sign-in 	<p><u>Conferences and Trainings</u></p> <ul style="list-style-type: none"> • Kitsap AEYC Planting the Seeds • Kitsap Human Rights Conference • Fort Worden Early Childhood Conference • YWCA Domestic Violence Training • Infant and Early Childhood Conference (when budget allows) • Washington AEYC Training and Conferences (when budget allows) • Ellensburg: Health, Family, Summer Institute (when budget allows) • Region X Head Start Workshops • Washington State Head Start Association • Zero to Three Conference (when budget allows) • National Early Head Start Conference (when budget allows) • Health and Early Childhood Conference (when budget allows) • National Association of the Education of Young Children (NAEYC) professional development conference • National Training Institute on Effective Practices (when budget allows) • National Early Childhood Inclusion Institute (when budget allows) • Family Engagement Conference (when budget allows) • P-3 Starting Strong conference • Regional Early Head Start conference • Office of Head Start conferences • WIPFLI • Other required trainings relevant to job role with Director's Approval