

Professional Development Plan Form

Name: _____ Supervisor: _____

Position: _____ Date of hire for this position: _____

Center/Site: _____ Today's Date: _____

My Plan:

I will meet qualifications by _____ (ECEAP: date within 5 years of hire)
(Head Start/Early Head Start: date as agreed to with PSESD)

Coursework planned to become fully qualified:

Observations and Mentoring

Person(s) providing observations and mentoring at least quarterly: _____
(Person must meet full qualifications for this position as defined in *Staff Position Qualifications Guidance*.)

A *Professional Development Plan Update Form* is due to PSESD each spring.

Employee Agreement

I understand that I have been hired provisionally and it is my responsibility to:

1. Obtain training and education to meet qualifications by date noted above.
2. Complete a minimum of one-fifth of the requirements annually (ECEAP only).
3. Participate in on-the-job observations and mentoring at least quarterly.
4. Participate in an annual performance evaluation and review of my Professional Development Plan (PDP).
5. Provide transcripts and certificates to my supervisor that document my on-going progress.

My employer and I have agreed who will be responsible for the education costs of completing this plan.

Employee Signature: _____ Date: _____

Center Director Agreement:

1. I have provisionally hired this employee, per *Staff Position Qualifications Guidance*.
2. I have documentation of recruitment strategies and evidence of a labor pool shortage of qualified staff. (e.g., recruitment strategies, job ads, number of applicants)
3. I have documentation that this employee is competent to fulfill the role and implement all related state and federal regulations. (e.g., resume)
4. I will ensure that annual PDP updates are submitted to the ESD each spring until the employee fully meets qualifications.
5. The employee and I have agreed who will be responsible for the education costs of completing this plan.

Center Director Signature: _____ Date: _____

Submit to ESD: For ECEAP, Kristyl Riddle (kriddle@psepd.org) For Head Start, Cheryl Habgood (chabgood@psepd.org)

PDP in DB: PDP in MERIT (ECEAP only):