

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES

SUBJECT: EDUCATION - TRAINING

TEACHER IN-SERVICE REQUIREMENT

PURPOSE:

To provide in-service training opportunities to teaching staff to facilitate curriculum, environment, and child development and to meet the guidelines of Section 648A(A)(5) of the Head Start Act.

PROCEDURES:

1. During each session at Pre-Service and at the Pregnant Women, Infants, and Toddlers Conference, staff will be provided with necessary information to document the training received on each DCF Form CF-FSP 5268. Within one week following Pre-Service or the Pregnant Women, Infants, and Toddlers Conference, the Curriculum Specialist will review each teaching staff member's DCF Form to ensure completeness and accuracy. The form will be filed in each member's file as per Center process and requirements.
2. Center staff will ensure that all certificates or other proof of training obtained through community professional development opportunities are documented on the staff member's DCF Form CF-FSP 5268 and filed accordingly in the staff member/s personnel file.
3. A yearly calendar of recommended topics for training will be developed by the Education Services Manager in conjunction with the Infant/Toddler Coordinator and provided to the Curriculum Specialists in August. Trainings will be provided at least monthly to all teaching staff members using these topics and/or additional topics of need and/or interest. These ideas will be developed based on the Head Start Act guidance for professional development that is "high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom".
4. Each teaching staff member must receive a minimum of two (2) hours of professional development per month, or its equivalent over time.
5. Every Curriculum Specialist will offer at least one training opportunity per month to teaching staff.
6. The Curriculum Specialist will use the Training Design form to plan each professional development opportunity. The Curriculum Specialist will complete the top of the form and the columns titled "Training Topics & Activities" and "Behavior Objectives" prior to the training session. The Curriculum Specialist will complete the "Evaluations" and Follow up Assignment" columns after the completion of the session.
7. During each professional development opportunity, all participants will sign his/her own name for participation on the Head Start – In-Service Workshop Attendance Sheet. At the conclusion of every professional development opportunity, each participant will complete a Head Start – Workshop Evaluation and submit to the Curriculum Specialist.
8. The Curriculum Specialist will document information on each teaching staff member's DCF Form CF-FSP 5268 for In-Service participation.
9. The Curriculum Specialist will submit the Training Design, Head Start – In-Service Workshop Attendance Sheet, all hand-outs, and all Head Start –

Workshop Evaluations to the Head Start Human Resources Unit. A copy of this packet must be retained by the Curriculum Specialist and filed for auditing or monitoring purposes. The Curriculum Specialists will submit a copy of the Training Design and Head Start – In-Service Workshop Attendance Sheet with the Education Monthly Information Report to the Education Services Manager.