

Head Start Professional Development Policy

ST. JOSEPH ACADEMY

Department:	ECEC – Head Start
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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedure for professional development for the Head Start lead teachers and assistant teachers in conjunction with CDI Head Start (Child Care Partnership) and the Head Start Program Performance Standards ("HSPPS").

II. Procedures:

- A. SJA must provide to all new teaching staff and volunteers an orientation that focuses on the goals and philosophy of the program and on the way they are implemented.
- B. SJA must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities and attached to academic credit.
 1. HS staff must complete a minimum of 15 clock hours of professional development each year and participate in training and professional development activities as required by child care licensing and in partnership with CDI Head Start.
 2. Training on methods to handle suspected or known child abuse and neglect cases.
 3. Researched-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- C. HS – Staff Qualifications:
 1. Minimum education requirements:
 - Lead teacher has a minimum qualification of a Child Development Associate ("CDA") credential or an Associate Degree in early childhood education or child development from a state-certified institution.

Approved by: _____

President/CEO

Date

2/13/2020