

# Orientation & Staff Development Policy

ST. JOSEPH ACADEMY  
(SJA)

Department:	ECEC
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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedures in new employee orientation and staff development. SJA is committed to ensuring that we employ and maintain staff who understand and know how to implement high quality early care and education for the children and families we serve.

II. Procedure:

A. **Orientation:** All new employees shall serve a 3 month (90-day) orientation period. All staff members will be given an orientation with regard to the position held within the first week of employment by SJA. The following information will be covered during the orientation:

- Employment Paperwork
- Employee Handbook
- Benefits
- Job responsibilities as they relate to the job description
- DCF 251 Licensing Regulations
- NAC Accreditation Process and Standards
- ECEC Policies and Procedures
- Schedule of activities of SJA
- Child Abuse and neglect recognition and reporting including Shaken Baby Syndrome (orientation must be completed prior to working with infants)
- Classroom Management Techniques
- Health and safety practices including medications, universal precautions, hand washing procedures, communicable disease recognition and infectious disease control
- Creative Curriculum, Classroom Portfolios and Assessment Training
- Knowing whereabouts of all children at all times
- Emergency training including first aid, CPR, fire, tornado and other emergencies
- Specific health care needs for children
- SIDS Risk Reduction Methods (orientation must be completed prior to working with children)
- Mission and Core Values for Ministry in a Felician-Sponsored Program and
- Attend a Safe Environment Education session through the Archdiocese of Milwaukee

A Staff Orientation Checklist stating that requirements were met in the first week will be signed, dated and placed in the employee's personnel file. A tour will be taken to learn locations of supplies, equipment, fire extinguishers (and their use), exits and tornado evacuation locations, medical log and introductions to the other ECEC staff members.

**B. Required Certifications:**

All staff are required to maintain current certifications in the following trainings:

- Child Abuse and Neglect (updated every two years)
- CPR (maintain current certification)
- First Aid (maintain current certification)

If you fail to attend any agency provided trainings listed in this section, you will be responsible for taking the course at your own expense. Disciplinary action may be taken until you receive the certification. Support staff and volunteers with responsibilities for direct supervision for children also need training in the following areas:

- Sudden Infant Death Syndrome (SIDS)
- Shaken Baby Syndrome (SBS)
- Blood borne Pathogens

**C. Special Certifications:**

The Department of Children and Families requires staff to have a Registry Certificate within 90 days of employment. The Registry is an organization that tracks the professional development of staff in the early childhood profession in the State of Wisconsin ([www.the-registry.org](http://www.the-registry.org)). SJA requires that you maintain a current Registry Certificate and other certifications like CDA certification and DPI licenses.

**D. Continuing Education:**

Per DCF 251 licensing regulations, full time teaching staff are required to earn 25 hours of continuing education annually. Staff working 20 hours or less per week need to earn 15 hours of continuing education annually. Food service staff need to earn four hours of continuing education annually. Failure to obtain the appropriate amount of continuing education hours will result in disciplinary action up to and including termination.

Each staff member has access to the on-line training website ChildCare Education Institute ([www.cceifame.com](http://www.cceifame.com)). During the orientation, a log-in will be created for any new staff member. Each month staff are required to complete at least one on-line training through the ChildCare Education Institute.

**E. Specialized Training Requirements:**

SJA recognizes that one of the keys to quality is have well-trained professional and educated staff. In order to ensure staff are prepared to handle the challenges in the classroom, staff are required to have training in the following areas:

- Creative Curriculum
- Pyramid Model Training
- Wisconsin Model Early Learning Standards (WMELS)
- Teaching Strategies GOLD (TSG)
- Active Supervision
- ASQ and ASQ-SE

**F. Additional Professional Development Opportunities:**

In the annual budget, there will be funding designated for staff to attend training opportunities within the community. The amount of funding allocated will depend on the annual budgetary constraints. The ECEC management team will determine the trainings the center will sponsor and what staff will be allowed to attend. We will ensure that opportunities for outside trainings will be fairly administered. If it is determined that the center will send you to a training, you will be asked to present what you learned at one of the monthly staff meetings.

**G. Individualized Professional Development Goals:**

Staff are required to complete individual professional development goals on an annual basis in conjunction with their performance evaluation. These plans will list education goals and classroom goals that are measurable. If you do not meet NAC qualification criteria for your position, you will be expected to work on goals that will help you to obtain the required qualifications. Achievement of these goals will be tied to the evaluation process.

A professional development education plan will be completed for any Early Head Start staff who do not meet the EHS-CCP education requirement upon hire.

Approved by: Tabitha Thomas  
President/CEO

Date 8/23/2021

