

Early Head Start Professional Development Policy

ST. JOSEPH ACADEMY

Department:	ECEC – Early Head Start
Number:	841
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I. Policy:

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


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. EHS staff must complete a minimum of 15 clock hours of professional development each year.
 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 nutruing 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. EHS – CCP Staff Qualifications:
 1. Minimum education requirements:
 - Infant/Toddler CDA
 - Infant/Toddler Credential (offered through an accredited WI college or university)
 2. Other accepted education qualificatins:
 - AA-ECE: Associate's Degree in Early Childhood Education (from an accepted, accredited agency)
 - BA-ECE: Bachelor's Degree in Early Childhood Education (from an accepted, accredited agency)

3. Degrees in "other" fields:

- Whether it's an Associate, Bachelor's or Master's degree, if it's not in early Childhood Education, the coursework MUST include 18 credits in Early Childhood (not specifically infant/toddler)
 - Example: If the candidate has a BA degree in Elementary Education, they would need 18 credits in Early Childhood coursework.
 - Example: If the candidate has a BA degree in Human Services, they would need 18 credits in Early Childhood coursework.

D. Education Plans must be submitted with the EHS - Staff Change Form for any candidates that do not Meet the minimum education requirements upon hire.

Approved by: 
President/CEO

Date 9/27/21