

# Training and Development

## Policy

To ensure the presence of well-trained and qualified staff, consultants, volunteers, Policy Council Members, and Board Members; and to ensure continuous learning to meet the changing needs of children and families served.

### Procedure:

1. Upon hire or signed contract, new staff and consultants will receive an orientation providing information regarding the Head Start program and their role within Head Start.
2. Volunteers will receive orientation regarding their role(s) in the Head Start program either 1:1 or in a group setting.
3. Policy Council Members will receive an annual orientation and training as outlined in the Policy Council By-Laws.
4. AEOA Board of Directors will receive an annual and ongoing training on their roles and responsibilities with Head Start.
5. A Head Start Program Training Plan is developed annually which includes multiple training opportunities for staff and parents.
6. Head Start Staff, with their Supervisor, will create an initial Professional Development Plan by the end of their probationary period, and then will review and update annually. The plan will include any areas of education, skill development, and work abilities that are identified to be areas of opportunity to work towards increasing quality. The areas of opportunity would be identified by the staff member themselves and by their Supervisor/Program Manager who would utilize MN teaching license regulations, CDA Council rules, observational tools, and work performance to create a Professional Development Plan. The PDP will include goals, timelines, and outcomes.
7. Teaching staff are required to keep their license or credentials current. All teaching staff must meet the minimum Department of Human Services (DHS) requirements for annual training hours.

*See Arrowhead Head Start Training Plan, Arrowhead Head Start Policy Council Policy & Procedures Manual, AEOA Compensation Policy*

This policy complies with Head Start Performance Standard 45 CFR Section 1304.52

Approved by Policy Council on February 16, 1999

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