

Professional Development Plan

Name _____ Date _____

Current Position _____ Program site _____

Current Supervisor _____ Hire date _____

Highest level of education attained _____

____ High School ____ Some College ____ AA ____ BS ____ MS

Identify Degree Title or other Earned Certifications _____

“I will participate in training which will encourage my professional development, strengthen my team, enhance staff morale and lead to optimum job satisfaction and commitment.”

I am making a deliberate effort to engage in life long learning. During the prescribed times, (*part year staff=during the Fall, full year staff=annually, as determined by your department*) I will review our agency values and my job description. After reflecting on what I need in order to be most effective in my position at Reach Dane, I will create my Professional Development Plan linking an agency value with a responsibility within my job description that I choose to strengthen. If I am a DPI certified teacher, I will link my goals with one or more Wisconsin 10 Teacher Standards. Once I have selected my goals, I will meet with my supervisor, share my plan and obtain their input and approval. My plan can be modified during the program year under the guidance of my supervisor. Throughout the year, I will pursue meeting my goals.

Reach Dane’s Agency Values

1. We value healthy, creative, nurturing environments for children, families and staff that model dignity and respect.
2. We believe quality early care, education and comprehensive services positively impact the lives of children, families and community.
3. We believe in a continuum of care, education, and services that allow stable, uninterrupted support to families and children during and after their Head Start experience.
4. We believe children and families should be provided with opportunities and support to maximize their abilities to become self-sufficient.
5. We believe that opportunities for personal and professional growth must be provided for families and staff.
6. We believe in open communication, sensitive and proactive approaches with staff and community members.
7. We value integrity, pride, self worth, commitment and accountability from staff, volunteers, parents and community partners.
8. We believe the agency’s success is linked to our ability to be responsive and respectful of the diverse community we serve.
9. We believe that successful services are delivered in the context of relationships that are based on respect and positive regard.

Please turn over and complete your planning form

Agency Value	Job Description Goal (Wisconsin 10 Teacher Standards for DPI teachers)	Steps to be taken	Timeline of Completion
1.			
2.			
3.			
4.			

Staff Signature

Supervisor Signature

Date

*Please retain your original Professional Development Plan. Attach a copy of your plan with your Professional Development Request form when requesting agency funds.

“All that I can, I will!”