

C-220 Staff Training Program

The ESD 105 ECEAP Program Director will oversee the development of yearly comprehensive program-wide staff development plans outlining opportunities for ECEAP staff to receive training mandated by state and federal funding sources, as well as opportunities for staff to enhance their knowledge and skills in areas of best practice. The plans will be based on training needs assessment information gathered from staff as well as from findings resulting from monitoring and self assessment. The plan must include:

- Engaging, interactive training activities.
- Financial support, as available, for staff training costs, such as release time, substitutes, per diem, and travel.
- Academic credit, whenever possible.
- A training evaluation system.
- A recordkeeping system to track individual training.

Additional training needs will be assessed and training provided throughout the year. Site Directors will insure that center staff are supported to the extent possible in attending ESD 105 ECEAP training as well as relevant training in the community.

The ESD 105 ECEAP Program Director and each Site Director shall be responsible for insuring the development of individualized written staff development plans for each staff member that specifically address improvement of skills and expertise to perform their assigned responsibilities and to meet training requirements of ECEAP Performance Standards. These individual plans may be written jointly between staff and supervisors, and may be part of the annual personnel goal setting and evaluation process.

Staff development plans written for staff who do not yet meet ECEAP Washington Administrative Code (WAC) requirements for qualifications for their position shall specify how the staff member will achieve the required qualifications within five years of employment, and shall document yearly progress toward this goal. These plans shall be sent to the ESD 105 ECEAP Program Director on staff hire dates of each program year. Staff development plans for other staff meeting job qualification criteria will stay on file at the center level.

Professional Learning

The ESD 105 Early Learning Program Professional Learning System consists of the following elements:

- Professional learning opportunities to support the ESD 105's mission of Success for Each Child and Eliminate the Opportunity Gap and the Early Learning Program goal to ensure school readiness for all children.
- Ongoing professional learning on racial and educational equity and cultural competency.
- A continuous quality improvement cycle, which includes:
 - Assessment
 - Data analysis

- Goal setting
- Ongoing professional learning
- Evaluation of professional learning and its impact on staff practice and child and family outcomes.
- A variety of quality professional learning opportunities based on adult learning principles with ongoing technical assistance and coaching.
- An annual, program-wide professional learning plan that includes trainings required by federal and state regulations and optional opportunities to enhance staff practice.
- Professional learning plans for staff that addresses improvement of skills and expertise to carry-out Performance Standards, job responsibilities and to meet hiring qualifications.
- Support of Directors for staff to complete required training and other professional learning opportunities that support their professional learning plans.
- Access to professional learning funds to support job-related training/education as outlined in the Professional Learning Funds Procedure.