

Hiring & Training Process / HR Procedures Protocol

Category:	Regulations: PS 1302.92
Activity	Steps
All employees who provide direct services to children (Sec. 648A Staff Qualifications and Development) will have a PDP on file.	Employees (within one week of hire) will create with their site management/ or HR Director a PDP that focuses on meeting the requirements for their position. For those staff members that already meet the education requirement the PDP will be created with their site management team within one week of hire.
	There will be a required 30-day check in for staff on PDP's that do not meet education qualifications by the site management team. For staff members that do meet the education requirements the check in will be focused on teacher and staff effectiveness and will occur within 90 days from site management. HR will be in contact with employees that do not meet the educational requirements on an ongoing basis.
	For those staff members that already meet the educational requirements the PDP will focus on professional classroom goals, including but not limited to 1.) Planning & implementing learning experiences that advance the intellectual and physical development of children including school readiness. 2.) Establishing and maintaining a safety and healthy learning environment. 3.) Supporting social and emotional development of children. 4.) Encourage involvement of parents in the programs and support development of relationships between children and their families.
	The Site Management team and HR will document progress on the ChildPlus PDP Log. If the site management team has updates or needs to document progress, they will notify the HR Director by email that notes have been added to the PDP Log on ChildPlus. The HR Director will print off any documentation for the employee's file.
Required Training	All staff will complete required training for their position that meets HSPPS & WAC's. See Staff Training Responsibilities.