

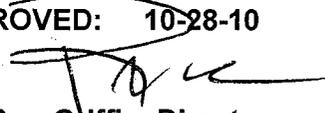


**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY AND PROCEDURE**

**NO. 01      ISSUE 1**  
**PAGE 1 of 2**  
**EFFECTIVE: 07-01-10**

**SUBJECT:**  
**Staff Development Plan**

**APPROVED: 10-28-10**

  
**BY: Ron Griffin, Director**

**PURPOSE**

The purpose of the Staff Development Plan is to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities. In addition, the Staff Development Plan will facilitate change by challenging the staff and contributing to a continuous learning process.

**POLICY**

It is the policy of the Preschool Services Department (PSD) to develop an annual Staff Development Plan for all full time Early Head Start and Head Start staff members.

**REFERENCE**

Head Start Act – Section 648A(f); Head Start Program Performance Standards – Section 1304.52(l)(2)

**PROCEDURE**

1. The Staff Development Plan section of the Employee Performance Feedback Form (also known as the Short Form WPE) will be completed by the employee and their immediate supervisor.
2. In consultation with the employee, the supervisor should identify training/development needs as it relates to the employee's skillset, work performance (if applicable), and job duties.
  - a. Initial Staff Development Plan
    - i. The Staff Development Plan is completed on the Short Form WPE within 14 days of hire by the supervisor (the evaluation section of the Short Form WPE will not be completed at this time).
    - ii. The supervisor will submit the Short Form WPE upon completion to the PSD Human Resources Unit.
  - b. Annual Staff Development Plan

- i. The Staff Development Plan is completed on the Short Form WPE by the supervisor annually.
  - ii. The 1<sup>st</sup> annual Staff Development Plan will be due one year from the initial hire date.
  - iii. The supervisor will submit the Short Form WPE upon completion to the PSD Human Resources Unit.
3. It is the responsibility of the supervisor to continuously monitor the employee's Staff Development Plan to ensure progress is made towards meeting the identified goals.
  - a. Documentation of all relevant trainings attended by the employee must be submitted to PSD's Training and Technical Assistance (T & TA) Unit.
  - b. Transcripts of all relevant coursework completed by the employee must be submitted to PSD's Human Resources (HR) Unit.
4. PSD's HR Unit shall provide notification of an upcoming Staff Development Plan to the individual responsible for completing the plan. Notification should occur 90 days prior to the Staff Development Plan's due date.
5. The employee's immediate supervisor shall sign the completed form. The employee shall sign the completed review acknowledging that they have read and understand it, although may not necessarily agree with the appraisal. A refusal to sign should be documented by the employee's immediate supervisor.
6. Leaves of absence and breaks in services may affect the timing of annual Staff Development Plans.