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Ref #: # 1304.52 (L) (2) (3)	Policy Council Approval Date: 6/22/10	

COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: STAFF TRAINING

PERFORMANCE OBJECTIVE: To ensure a structured approach to staff development in order to assist employees in acquiring or increasing the skills they need to become proficient at their current jobs and by creating a work environment in which staff can build relationships among themselves and continue to develop additional skills and knowledge. Through the completion of annual staff training needs surveys and individualized professional development plans, along with goals identified in the annual self-assessment, an annual training and technical assistance plan is developed and implemented for the program.

POLICY AND PROCEDURE:

- Highland Rim Head Start staff will complete professional development plans and goals, to be returned to the Operations Manager, annually.
- Operations Manager will review the professional development plans with the employee regularly, at a minimum of twice a year, to ensure goals and educational requirements are met.
- Staff trainings will be conducted according to the Program Calendar. All full-time staff are required to attend unless prior approval for non-attendance has been granted by the supervisor. The agenda for staff trainings will be prepared with input from all managers, which is initiated at the beginning of the program year.
- Part-time personnel, volunteers, and parents may be asked/invited to attend trainings. The Head Start Director or Managers will advise well in advance, to ensure scheduling will not be a problem.
- Staff members will participate in pre/in-service trainings and opportunities will be provided for staff to attend workshops, conferences, and additional training opportunities to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards.
- Staff receives training on identification and reporting of child abuse and neglect at a minimum of twice annually.
- Staff will receive training in methods for planning for successful child and family transitions to and from the Head Start program.

- All Head Start child development staff must attend at least fifteen hours of classroom focused professional development each year.

Required Trainings

All staff will receive, at a minimum, annual training in the following areas:

- Child Abuse and Neglect, detection presentation and reporting (Every 6 months)
- Transportation: (State Training annually. Driver and Monitor every 6 months)
- Confidentiality
- Child Care Licensure Rules
- Title VI
- Sexual Harassment
- Drug Awareness
- Proper procedures for receiving and dismissing children
- Job Descriptions
- Personnel Policies
- Universal Precautions
- Code of Conduct
- Nutrition
- Active Supervision