

Highland Rim Economic Corporation Head Start PROFESSIONAL DEVELOPMENT AGREEMENT

Working with children is a complex job but can be the most rewarding at the same time. The expectation of Highland Rim Head Start is that everyone will continue his/her professional development. Highland Rim Head Start is offering assistance with payment of tuition for employees who have been awarded professional development financial assistance.

In return, we ask that you agree to work with Highland Rim Head Start for a period of at least three program years following completion of your coursework. Please complete and sign the information below and return to the Operations Manager.

A Professional Development Agreement must be on file before payments can be authorized. If you do not plan to return to Highland Rim Head Start for three program years following the coursework paid with Professional Development funds, then assistance will not be provided. If you do not plan to return to Highland Rim Head Start, please notify the Head Start Director.

I, _____ agree to work for Highland Rim Head Start for a period of three program years following the coursework that is paid by Professional Development funds. I understand that if I fail to complete this agreement, I agree to repay the monies awarded to me for Professional Development within twelve (12) months after my last day of work.

Professional Credential

In the event that your professional credentials do not meet the qualifications for your position you will be required to enter into a Professional Development Agreement. Your signature below indicates your understanding of the following:

In order to meet the qualifications of your position you will be required to be actively enrolled in a program that will result in the following credential:

- Preschool CDA (must be obtained within two years of this agreement)
- AA in Early Childhood Education (must be obtained within three years of this agreement)
- 18 Credit Hours of ECE coursework (must be obtained within three years of this agreement)

Failure to maintain active enrollment or obtain the required credential in the specified timeframe will result in demotion to a vacancy for which you qualify or termination if no such position is available.

Note: Completion of this agreement does not guarantee future employment with Highland Rim Head Start. If a position is not available in the future, the award recipient will not be expected to repay the awarded funds. If the award recipient is suspended, terminated or not rehired as a result of poor performance, misconduct or failure to comply with the Highland Rim Economic Corporation and Head Start policies and procedures, the award recipient will be obligated to repay the awarded amount within 12 months after the last day of employment.

This is not a contract of employment. Future employment will be based on performance and the needs of the program. Highland Rim Head Start Policy Council reserves the right to end employment at any time, consistent with your employment-at-will status and Highland Rim Economic Corporation's Personnel Policies and Procedures.

Employee Signature: _____ Date: _____

Signature of Witness _____ Date: _____