

TRAINING WORK SERVICE PLAN
HEAD START

1304.21 (a)(2)(ii)

(ii) Provided opportunities to increase their child observation skills and to share assessments with staff that will help plan the learning experiences:

Plan of Action:

Curriculum training will be provided yearly to staff and volunteers.

People Involved:

Teaching Staff, Education Specialist, parents, and community volunteers.

Documentation:

Sign-In form, Child Plus reports.

1304.22 (a)

Health Emergency Procedures.

Grantee and delegate agencies operating center based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:

Plan of Action:

Staff will have training on emergency procedures on site and emergency drill will be performed weekly.

People Involved:

Center Staff, Area Coordinators, Trainers, Training Specialist, Education Specialist, and Child and Health Specialist

Documentation:

Drill Log, Sign-in Form.

1304.22(a)(5)

Established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, or Tribal laws.

Plan of Action:

Child abuse and neglect training will be given at Pre-service each year.

People Involved:

Center Staff, Specialists, and Area Coordinators.

Documentation:

Sign-In Form, Child Plus reports.

1304.22(c)(2)

(2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications:

Plan of Action:

Staff will be trained to administer medication when the situation arises.

Universal Practices of safe storage of all potential hazards materials will be given each year.

People Involved:

All Staff

Documentation:

Medicine Log, Sign-In Form.

1304.23(d)

Family Assistance with nutrition.

Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

Plan of Action:

Staff will receive education in principles of nutrition. Cooks will have in-depth training each year.

People Involved:

Cooks, Nutrition Specialist, Parents, Volunteers

Documentation: *Sign-In Form, Child Plus reports.*

1304.24(a)(3)(ii)

Promote children's mental wellness by providing group and individual staff and parent education on mental health issues:

Plan of Action:

Training will be given each year to staff and parents on mental issues. In-service training for staff (which parents will be invited) and trainings offered at parent meeting covering mental health.

People Involved:

Parents, Line Staff, and Mental Health Consultant.

Documentation:

Sign-In Form, Child Plus reports.

1304.52

1352(k) (1)-(3) Training and development.

(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at as minimum, the goals and underlying philosophy of Early Head Start and Head Start and the ways in which they are implemented by the program.

Plan of Action:

All new employees will have orientation with the Human Resource Director. The new employee or volunteer will have a site orientation with the site manager or lead teacher which will include Standards of Conduct. Education staff will be trained on Behavior, Creative Curriculum, and promoting literacy through New Education Staff Site Manager training. Head Start 101 will be offered once a year for new staff.

People Involved:

New Employees, Human Resource Director, Area Coordinator, Site Manager, Training Specialist

Documentation:

Personnel Action Form, Orientation Checklist for All New Staff, New Education Staff Site

Manager Training, Non EMAA Staff Orientation, Orientation for Therapists

(2) Grantee and Delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing knowledge and skills needed to fulfill their responsibilities, in accordance with the requirements of 45CFR 1306.23

Plan of Action:

The Training Specialist with input from the Area Coordinators will assign an experienced employee they can shadow. The experienced employee will fill out the checklist provided to document new employee's progress. Time will be provided at the end of the day for questions and answers the new employee may have. New employees will be required to take Head Start 101 at the next available time it is given. At the end of the first week if the employee still feels more help is needed, the Training Specialist will be notified to discuss what, if anything needs to be done.

People Involved:

All Specialists, Area Coordinators, Site Managers, Head Start Staff

Documentation:

Technical Assistance Request and Report Form, Checklist for Shadowing, Sign-In Form.

(3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards. This program must also include

(i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers: and

(ii) Methods for planning for successful child and family transitions to public school or other transitions from the Head Start program.

Plan of Action:

A minimum of 15 hours will be provided for educational staff through Pre-service, in services, and cluster training. All other staff will receive job specific

training during Pre-service and throughout the course of the year. The remaining hours of training will be given during cluster training, scheduled by the Training Specialist. Clock hours will be awarded for all organized trainings given by Head Start. First Aide and Infant/Child CPR and transitioning into Head Start will be required for all teaching staff during Pre-Service. Specialists are responsible for the topics in their own components. Training Specialist is responsible for providing those in training with INDIVIDUAL TRAINING REPORT and submitting a sign-in sheet to Central Office. Cluster classes will begin in September and end with the school year. Child Abuse and Neglect training will be given at Pre-Service each year. Child Abuse and Neglect and Safety and Hygiene training is mandatory for all staff.

For Education staff:

All education staff must apply for a Pell Grant before beginning CDA training or college classes. Notification must be submitted to the Training Specialist even if they were turned down. For Education requirements refer to Education plan.

People Involved:

All Specialists, Health Department, Area Coordinators

Documentation:

Sign-In form, Individual Training Report.

1304.52(j)(3)

Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.

Plan of Action:

Mental Health training will be given each year. Information is given to staff about Employee Assistance Program. Healthy Living Counselor will meet independently with staff at least one time per year.

People Involved:

Mental Health Specialist, Training Specialist Healthy Living Counselor Human Resource Director and line staff

Documentation:

Sign-In Form, Child Plus Reports

1304.52(k)(3)(i) & (ii)

(i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and

(ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.

Plan of Action:

Training will be given each year on reporting child abuse and neglect and covering transitions to and from Head Start.

People Involved:

Head Start Staff, Public School Staff and Community

Documentation:

Sign-In Form, Transition forms.

Professional Development Plan for Full time Employees:

Plan of Action:

A Professional Development Plan will be filled out with each employee at the beginning of the program year. It will be kept in the individual staff person's file. This file will be kept in the Training Specialist's office. Each individual training and/or college courses will be entered into the computer. Staff will be required to attend all training to ensure that they reach 15 clock hours. If staff misses training they will be required to find a local training within the community to make up the clock hours they missed. Any Site Manager, Teacher, or Assistant Teacher who does not complete at least 15 hours of training each year will be terminated. All teaching staff will be required to have CPR and First Aid training during Spring Break or update CPR / First Aid as required by American Red Cross. At the end of the program year, an individual Child Plus training report (#1310) will be ran and compared to ensure that 15 clock hours were met and the Child Plus individual training report will be placed into each individual's file.

Each Component Specialist will provide training to staff that pertains to their area of expertise:

Family Advocates will receive social service and health training every other month.

Cooking Staff will receive nutrition training 3 times per year or as needed.

Area Support Assistants will receive data entry training 3 times per year or as needed.

Assistant Teachers that need CDA will have individually scheduled training to achieve 120 hours within 1 ³/₄ years.

Teachers and Assistant Teachers will have team training 4 times per year.

Site Managers will have training 5 times per year.

Pre-Service will be held at the beginning of the year and will include all staff.

Head Start 101 will be held once a year and will include all new staff to familiarize new staff with Head Start.

Assistant Teachers may attend weekly classes with the Education Specialist to obtain their CDA with college credit.

AAS/AA classes will be offered through Mineral Area College, as needed, to teaching staff to complete their degree.

BA classes will be offered through CMU to teaching staff that are working toward obtaining their BA degree. Refer to the Education Work Service Plan for Educator requirements. Other trainings and classes may be offered on an individual basis to ensure staff is well trained in their field.

People Involved:

Training Specialist, Computer Specialist, Health Specialist, Nutrition Specialist, Social Service Specialist, Mental Health Specialist, Disability Specialist and Area Coordinators

Documentation:

Individual Professional Development File, Child Plus Report # 1310, Sign-In Form, and Transcripts