

## Program Design and Management: Professional Development

**Establishing Individual Professional Development Plans**

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Provide staff with Individual Professional Development Plan.	Operations Manager	August
2. Complete Individual Professional Development Plan and submit to Operations Manager.	Staff	Upon receipt
3. Meet with staff individually as needed to discuss their professional development goals.	Operations Manager	As requested
4. Collaborate with local educational and training resources to meet staff's identified professional development goals.	Operations Manager	On-going
5. Provide assistance to staff with locating resources to implement their individual professional development goals.	Operations Manager	On-going as needed
6. Monitor and document staffs' progress in achieving their individual professional development goals.	Operations Manager	On-going
7. Furnish progress reports to Director each semester.	Operations Manager	On-going
8. Monitor qualifications of staff in current positions; recommend placement as required.	Operations Manager	On-going
9. Ensure required 15 clock hours of professional development continuing education is scheduled for teaching staff.	Operations Manager	On-going annually
10. Maintain professional development file on each employee.	Operations Manager	On-going
11. Provide employees a copy of their Individual Professional Plan.	Operations Manager	On-going