

Staff Development

At Garrett-Keyser-Butler Community Head Start, we believe that education is a continuing process. Everyone employed by Head Start should be continuing their education in one manner or another. Workshops, conferences, videos and books are ways to continue education.

In-house workshops are offered to staff throughout the school year. Other training opportunities are also made available when training topics match job duties. All expenses for job-required training are met by Head Start. Every employee is required to have documented 15 or more clock hours in training each school year.

If, at anytime, you attend training that is related to your job, on your own, please notify the Head Start Director so that the training can be documented in your annual training history.

Several Head Start positions require employees to take college courses for credit. Lead Teachers are required to achieve a minimum of an associate's degree in early childhood education by September 30, 2011. By September 30, 2013, Lead Teachers in Head Start must have a bachelor degree with the equivalent of a major in early childhood education.

Teacher aides are required to achieve a CDA within two years of employment or be enrolled in a program leading to an associate or baccalaureate degree to be completed within two years.

This program encourages Early Head Start teachers and Home Visitors to follow the same standards as Head Start teachers, however, HHS requirements are for EHS teachers to have, at a minimum, a CDA or the equivalent coursework in early childhood development. Standards for Home Visitors are currently being set by the Secretary of HSS. This program requires EHS teachers and Home Visitors to complete credit hours in Infant/Toddler development when necessary.

Head Start and TEACH, Indiana funds are used to provide the training for teachers, teacher aides and home visitors. Persons who have not yet met the requirements of their position are given first priority for taking college classes. Head Start will assist with tuition and book fees for other classes if funds allow.

HHS is currently setting new qualification standards for Family Service Workers.

Head Start will assist with one college class per semester or term. Employees must have permission to take classes at Head Start expense, prior to registering. .

Failure to complete a class will result in the employee being responsible to pay the tuition and book fees.

In addition, anyone taking college courses at Head Start expense must provide the Head Start director with an original transcript at the end of each semester or term.

All staff providing direct services to children (teachers, teacher aides, and home visitors) must develop a career development plan with the assistance of their supervisor or the teacher mentor. Career development plans must address improving the individual's skills in areas addressed by the performance standards, the School Readiness Act, and any IM's or PI's received by the program.

Career Development plans must be reviewed at least twice each school year to identify progress made and to establish new goals if necessary. Career Development plans for other staff may be developed on an individual, as needed, basis.