

Professional Growth Plan for Meeting Indicator 4.4a

Name: _____ Email/Ph: _____ Position: _____

School Name: _____ City/ST: _____ School Year: _____

Indicator 4.4a states: The director of the early education program has professional training as evidenced by having obtained, at minimum, one of the following: ...5) a professional growth plan developed and monitored annually by the employee and their immediate supervisor which includes goal setting, training/coursework, and mentorship, and is approved by ACSI Early Education staff.

Section 1: Respond to each element with a narrative of your plan for Professional Growth. All elements below must be addressed.

Instructions: Your Professional Growth Plan should include specific goals and steps you will take over the coming 12 months. Your plan should provide **quantifiable, measurable steps that help you grow in your leadership of staff and program**. Your supervisor and/or Board should approve the Professional Growth Plan and monitor your annual progress **as indicated with their signature below**. The plan should be rigorous while at the same time attainable. It should be developed in cooperation with your immediate supervisor/head of school/or board. Documented annual evaluation of your progress on the elements is required on the ACSI EE Yearly Staff Profile chart.

Your Professional Growth Plan should include...

...goal setting – List what will be accomplished in the coming 12 months and by what means (how). List your strategies for professional growth as an early education leader and how they will be measured. Strategies could include growth in your leadership of staff and program in academic, business, and spiritual areas.

...training/coursework – List resources such as training, coursework, podcast, workshops, webinars, literature/reading materials that you will use to grow professionally over the coming 12 months (could include online or physical attendance; certificate programs or clock hour credits). List the frequency, amount, and topics you'll focus on. Evaluate your progress with your supervisor at least annually.

...mentorship – All effective leaders have mentors. By definition, a mentor is "an experienced and trusted advisor." Mentors serve three distinct roles in your professional development: Consultant – Counselor – Cheerleader. Commit to spend time regularly with someone (within or outside of your program) who fits this description. Ask questions, pray together, seek counsel, bounce ideas around. Detail who will mentor you, how frequently you'll connect, and what topics you will be focusing on over the coming 12 months.

...and is approved by ACSI Early Education staff – Once your Professional Growth Plan is developed in conjunction with your school leadership, the initial Professional Growth Plan must be approved by ACSI Early Education staff. (**directions below)

Your Professional Growth Plan is to be maintained in your personnel file and **updated annually at the school level**. It does not need to be resubmitted to ACSI for subsequent approval, but annual progress will be tracked by your supervisor and accounted for on the ACSI EE Yearly Staff Profile chart.

Section 2: Professional Growth Plan was developed and reviewed by the employee and their immediate supervisor with all elements addressed.

| | |
|--------|-----------------------|
| Date: | Reviewed/Approved by: |
| Title: | Signature: |

Initial Plan Approved By ACSI EE Staff:

****Email the Professional Growth Plan to early_education@acsi.org for ACSI approval. This plan will not be submitted again to ACSI, but the director's progress will be updated on the school's Annual Report documents (on the EE Yearly Staff Profile).**