**Individual Professional Development Plan (IPDP) for**

**Early Childhood Administrators and Education Coordinators**

**Instructions**

This document has been developed to help Early Childhood Administrators and Education Coordinators create individual professional development plans (IPDPs) for their professional growth and improvement. IPDPs include specific, concrete professional development goals based on your evaluation of your current knowledge and competencies in the domains of Rhode Island’s Workforce Knowledge and Competencies framework (WKCs) for Early Childhood Administrators and Education Coordinators.

For your convenience, we include on page 2 a link to the RIDE website where you can access the WKCs. We also include a link to the Center for Early Learning Professionals website, where you will find resources that can assist you in completing a self-reflection of your professional strengths and needs. Once you have determined your professional development goals, your next step is to develop an action plan for achieving each goal.

Programs can use this form to develop an IPDP that meets requirements for DCYF licensing, BrightStars participation, RIDE CECE program approval, and State Pre-K monitoring. If your program uses its own form to document IPDPs, this form will need to include the following elements:

* Concrete professional development goals
* A description of the process used to determine those goals
* The specific domains and sub-headings of the WKCs related to each goal
* Concrete action steps for achieving each goal
* Checkpoints to assess and document the progress made toward achieving each goal

To complete your IPDP, fill in the information on page 2. Then, use the attached goal sheets to list your goals and your plan for achieving them. Use one goal sheet for each goal in your IPDP. You can copy and paste in additional sheets for additional goals, as needed. When you are finished, save and store a copy of your IPDP in a safe place so you can retrieve it to track your progress and revise your goals, if necessary.

This document can be completed electronically, by typing directly into the form and then saving it to your computer. We recommend that each time you update this IPDP, you save it as a new document with a new date. If you prefer, you can print this form and fill it out by hand. Be sure to print additional goal sheets for each additional professional development goal.

**Individual Professional Development Plan (IPDP) for**

**Early Childhood Administrators and Education Coordinators**

**Cover Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Position** *(select one)*: | | | | | |
|  | Administrator | |
|  | Education Coordinator |
|  | Administrator and Education Coordinator | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age Group I Work With** *(select all that apply)*: | | | | | |
|  | Infants and Toddlers | |
|  | Preschoolers |
|  | School-age | | |
|  | Birth to 5 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I created this plan collaboratively with my supervisor:** | | | |  | |
| **Supervisor’s Name:** |  | | | | | |
| **I created this plan with other support (please describe):** | | | | |  | |
| **I created this plan on my own:** | |  |

|  |  |
| --- | --- |
| **Total number of professional development goals in this plan:** |  |

To access the WKCs, visit: [exceed.ri.gov/Pages/Professionals/ProfessionalsDefault.aspx](https://exceed.ri.gov/Pages/Professionals/ProfessionalsDefault.aspx)

Download this form at the Center for Early Learning Professionals website: [www.center-elp.org](http://www.center-elp.org)

**Early Childhood Administrator or Education Coordinator**

**IPDP Goal Sheet**

|  |  |
| --- | --- |
| **Name:** |  |

**Goal Number:**

**Professional Development Goal:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Information I used to develop this goal:** *(Select those that apply.)* | | | | | | | | | | |
|  | DCYF Monitoring Report | | | |
|  | BrightStars Assessment Report | |
|  | RIDE CECE Monitoring Report  State Pre-K Monitoring Report  Center for Early Learning Professionals WKC Self-Reflection ([www.center-elp.org](http://www.center-elp.org)) | | | | | | |
|  |
|  |
|  | Supportive Supervision | | | | |
|  | Observation and Feedback *(supervisor, peer, family, community, etc.), s*pecify: | | | | | |
|  |  | | | | | | | |
|  | Program Administration Scale | | |  | | | | |
|  | Teacher observation tool (*CLASS, ERS, etc.)*, specify: | | |  | | | | |
|  | School District Observation System | | | | |
|  | Other, specify: |  | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Workforce Knowledge and Competencies* Domain and sub-heading(s) related to this goal:** *(Select all that apply.)* | | | | | | | | |
|  | Leadership | | |
|  | Promoting Professionalism | |
|  | Creating a Vision, Mission, and Strategic Plan | |
|  | Facilitating Shared Decision Making | |
|  | Creating a Positive Work Climate | |
|  | Advocating for Children, Families and the Workforce | |
|  | Program Management | | |
|  | Creating Systems for Effective Internal Communication | | | |
|  | Implementing Sound Fiscal Management Practices | | | |
|  | Developing Organizational Structures, Policies, and Procedures | | |
|  | Maintaining Facilities and Equipment | | |
|  | Continuous Quality Improvement | | |
|  | Leading Program Improvement Efforts | | | |
|  | Promoting Evidence-Based Decision Making | | | |
|  | Managing Organizational Change | | | |
|  | Staff Support | | |
|  | Recruiting, Hiring, Retaining and Orienting Staff | |
|  | Supervising Staff and Promoting Professional Development | |
|  | Evaluating Performance | |
|  | Community Partnerships | | |
|  | Creating Systems for External Communication and Marketing | |
|  | Collaborating and Contributing to Community Partners | | | | |
|  | Connecting Children and Families to Community-Based Services | | | | |
|  | Ensuring Smooth Transitions and Continuity of Learning | | | | |
|  | Family Engagement | | |
|  | Supporting Respectful Relationships with Families | | | | |
|  | Promoting Family Involvement in Decision Making | | | | |
|  | Development and Learning | | |
|  | Supporting Children’s Development in All Domains | | | | |
|  | Coordinating Internal and External Supports for Children | | | | |
|  | Supporting Children with Developmental Delays and Disabilities | | | | |
|  | Curriculum | | |
|  | Building a Meaningful Curriculum Framework | | | | |
|  | Supporting Curriculum Implementation | | | | |
|  | Child Assessment | | |
|  | Developing Effective Systems for Child Assessment | | | | |
|  | Supporting Developmentally Appropriate Assessment Practices | | | | |
|  | Communicating Assessment Data to Others | | | | |

**I have identified the following strengths and areas I need to strengthen in this domain area:**

*Current Strengths:*

*Knowledge and Competencies I need to strengthen:*

**My plan for achieving this professional development goal:**

|  |  |  |
| --- | --- | --- |
| **Steps I will take to make progress toward achieving my goal** | **Time Frame** | **Date Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Resources and supports that will help me achieve this goal:**

**Progress Notes:**

*3 Months:*

*6 Months:*

*9 Months:*

*12 Months:*

**Early Childhood Administrator or Education Coordinator**

**IPDP Goal Sheet**

|  |  |
| --- | --- |
| **Name:** |  |

**Goal Number:**

**Professional Development Goal:**

|  |  |  |  |  |  |  |  |  |  |  |
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**Early Childhood Administrator or Education Coordinator**

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