



RI Department of Education
**COMPREHENSIVE
EARLY CHILDHOOD
EDUCATION**



**CENTER FOR
EARLY LEARNING
PROFESSIONALS**
Professional Development • Technical Assistance • Resources

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 (WKC) 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 WKC. 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 DHS 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 WKC 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.



Learn more about Exceed - Rhode Island's Early Childhood Commitment at exceed.ri.gov

**Individual Professional Development Plan (IPDP) for
Early Childhood Administrators and Education Coordinators**

Cover Sheet

Name: _____
Signature: _____ **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 WKC's, visit: [Workforce - Early Childhood Education - Instruction & Assessment World-Class Standards - Rhode Island Department of Education \(RIDE\)](#)

Download this form at the Center for Early Learning Professionals website: <https://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 (<https://center-elp.org/>)
- Supportive Supervision
- Observation and Feedback *(supervisor, peer, family, community, etc.)*, specify: _____
- 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

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