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| <b>Department: Family Engagement</b>      | <b>Approval Date: 5/27/2014</b>             | <b>Policy Number: 7020</b>   |
| <b>Regulation Number: 1301.31(a)(4-5)</b> | <b>Regulation Topic: Personnel Policies</b> | <b>Policy Title: Family Service Staff Professional Development</b> |

**Policy:**

All MARC Head Start programs must have individualized professional development plans for Family Service Staff. Comprehensive plans must at a minimum include the following elements:

- Use the MARC Head Start Family and Community Engagement Practice Profile that outlines the core competencies for Family Service staff
- Use the Practice Profile identify current knowledge, skills and abilities and specific opportunities for enhancement
- Use the Practice Profile Goal Sheet to identify strengths, goals, timelines and expectations for completion
- Use performance measures identified in the MAHS family service staff core competencies and essential functions to identify professional development opportunities.

Plans must then be maintained per MARC Head Start defined parameters for retention of records and are subject to random audit by MARC Head Start staff.