Department: Family Engagement	Effective Date: July 1, 2014	Procedure Number: 7020
Regulation Number: 1301.31(a)(4-5) MAHS Policy 7020	Regulation Topic: Personnel Policies	Procedure Title: Family Service Staff Professional Development
Version: 1:2014		Version Date: 05-22-2020

All MARC Head Start programs shall designate either a supervisor or a member of the human resource department to develop and manage both a comprehensive professional development system and documented individualized professional development plan for Family Service Staff. It is strongly encouraged that the plan incorporate and support the position job description, hiring criteria, and general employee performance review process. At a minimum the following elements shall be integrated into the development plan for Family Service Staff:

Comprehensive Professional Development System Requirements:

- The evaluation of new and existing staff using the MARC Head Strat "*Family and Community Engagement Practice Profile*" (Form 7020)
- Use the "*Family and Community Engagement Practice Profile*" to establish baselines and specific measurements to be used for assessing the employee's knowledge, skills, abilities, and competencies
- Review 2 x annually with Family Service Staff to determine progress, challenges and strengths
- Include a timeline for ongoing review and updates to individualized professional development plan
- Include training for Family Service Staff in the proper retention practices for each child's permanent file and its contents
- Include measurements to determine use of ChildPlus® as a case management tool
    - Ensure work with families is accurately documented in ChildPlus®
    - Include a way to monitor the accuracy of the Family Service Staff's system of maintenance of the child's file and corresponding data in ChildPlus®
- Include clear steps, if applicable, for corrective actions, disciplinary measures and termination parameters congruent with individual agency human resource policies

Individual Professional Development Plan Requirements:

- Identified areas for improvement and/or growth
- Action steps and/or training
- Timeline for completion
- Expected outcomes

Once the individualized professional development plan has been completed it is to be retained within the employee's individual personnel file for the duration of employment