Other Professional Staff Qualifications Worksheet

Includes assistant director, curriculum and education specialists

Program Name: _____ Date: _____

OTHER PROFESSIONAL STAFF Name and Title:	Date of Hire	40 hr state mandated training date completed **OR** date training started if not complete	# of In- service hours completed within the last 13 months	Completed HS or GED		FCCPC Status		AA/AS in: _____ (list field/ major)		BA/BS in: _____ (list field/ major)		Masters in : _____ (list field/ major)	
				Yes	No	date awarded or renewed	actively pursuing: start date	date awarded	actively pursuing: start date	date awarded	actively pursuing: start date	date awarded	actively pursuing: start date
	If degree in field other than Early Childhood Education, how many credit hours obtained in Early Childhood Education:		# hrs of Curriculum Training completed in site declared curriculum	# hrs of Training Completed in most recent FL Standards		Professional Development Plan in Place: **Yes or No**	*Goals on Prof. Develop. Plan (use codes at bottom of page):	*Goals **MET** on Prof. Develop. Plan (use same codes):		**List Professional Contributions (see note at bottom of page):			

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				Yes	No	date awarded or renewed	actively pursuing: start date	date awarded	actively pursuing: start date	date awarded	actively pursuing: start date	date awarded	actively pursuing: start date
	If degree in field other than Early Childhood Education, how many credit hours obtained in Early Childhood Education:		# hrs of Curriculum Training completed in site declared curriculum	# hrs of Training Completed in most recent FL Standards		Professional Development Plan in Place: **Yes or No**	*Goals on Prof. Develop. Plan (use codes at bottom of page):	*Goals MET on Prof. Develop. Plan (use same codes):		**List Professional Contributions (see note at bottom of page):			

Professional Goals / Goals Met / Contributions must be listed or state "none"

*Professional Development Goals: ***Codes*** **(1)** Education: ***a*** . FCCPC ***b.*** AA/AS ECE ***c*** . BA ECE **(2)** Additional training to strenghten specific skills: ***a.*** challenging behavior (i.e. PBS, DECA, Because It Matters), ***b.*** literacy, phonological awareness ***c.*** math/science ***d.*** infant/toddler ***e*** .child assessment ***f.*** curriculum/lesson planning ***g.*** special needs ***h.*** other - specify **(3)** Join a professional organization **(4)** Actively participate in a professional organization as committee or board member **(5)** Prepare and deliver a presentation at a staff meeting or other setting **(6)** Attend a local, state or national conference **(7)** Renew CDA/FCCPC **(8)** Taking the lead on implemention of PBS or DECA into center

** Professional contributions include any of the following for Directors and instructional staff: be an active member of a professional early childhood association; attend a local, state, national or international ECE conference; hold a position as an officer in an early childhood professional association; presenter at local ECE workshops; presenter at a state or national conference; documented mentoring of peers; taking the lead on implementation of PBS or DECA.

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