

**UMATILLA-MORROW COUNTY HEAD START, INC.
Professional Success Plan – Education Staff**

Staff Name: _____ Job Title: _____ Hire Date: _____ Date: _____

Current Degree _____ Related Field Yes No

Currently Enrolled in Degree Program? Yes No Expected Degree Completion Date _____

Oregon Registry Step _____

ECE Certificate Yes No Enrolled in ECE Certificate Program Yes No Expected Completion Date _____

CDA Yes No (Infant Toddler or Preschool) Enrolled in CDA Program Yes No

Expected Completion Date _____ CDA Renewal due date _____

Education staff with related degrees: Total Credits Needed _____

Required Core Courses: (minimum of 2 credits each or agency provided)	Course Completed?		Target Completion Date	# of Credits	Date Completed	Course Name/ Number	Documentation Received	
	Yes	No					Yes	No
Child Growth and Development								
Guidance and Classroom Management								
Observation, Assessment, and Recording								

Additional Required Courses for related field degrees: May be chosen from topics such as: Language Development; Creative Curriculum; Child Abuse and Neglect (for credit only); Family and Child Relationships; Curriculum Development; Technology in the Classroom; Motor Development; Science and Exploration; Music, Art and Creativity for Young Children; Literature for Young Children; Working with Special Needs; Feeding Relationships; Foods and Nutrition.

Select at least one strength to continue to build upon, at least one area to develop that is critical to your performance, and one personal goal. Attach another sheet if needed.

Success Goals (What do you need to do this year to work toward your goals? Be specific.)	Relationship of goal to the agency's and/or position's goals. How does the help the agency's goals and/or your position?	Activities What specific tasks/activities will you do to help reach your goal?	Resources needed (Manager coaching, other people, tools, funding)	Supervisor: How will you help employee achieve their goal?	Target Dates When will you start/stop and complete each action?	Key Learning and Application What insight did you gain and how did you apply it on the job?
Goal #1:					Deadline	
					Date Reviewed	
					Date completed	
Goal #2:					Deadline	
					Date Reviewed	
					Date completed	
Goal #3:					Deadline	
					Date Reviewed	
					Date completed	

Required Items	Target Completion Date	Date Completed	Documentation Received	
			Yes	No
Family Engagement/Social Service Training				
Motivational Interviewing				
CPR				
First Aid				
Food Handler's				
Criminal History				
Other:				
Other:				
Other:				
Other:				

Completed by:

Staff Signature and Date

Supervisors Signature and Date

Reviewed and Approved by:

Component Director's Signature and Date

Human Resources' Director and Date