



Rev.01/2013

INCA Community Services Inc., Head Start Professional Development Plan 2013

Goal: The goal of INCA Community Services, Inc. is to establish and implement a structured approach to staff training and development. This system is designed to help build relationships among personnel and to encourage them to acquire and increase the knowledge and skills needed to fulfill their job responsibilities.

INCA Community Services, Inc. Head Start Career Development Plan is built upon personnel need, Performance Standards Requirements, and fund availability. **All** eligible personnel are encouraged to seek out schools and funding sources to allow them to further their educations. Federal mandates set priorities in funding education for staff. The current priorities are for full time personnel. Other Head Start personnel wishing to request financial support for continued college curricula are invited to apply; funding is contingent upon availability of funds designated for training and college classes, and will be determined on an individual, case by case basis.

Based on the "Improving Head Start for School Readiness Act of 2007" 50% of Teachers nationwide will be expected to receive their baccalaureate degree by Sept. 30, 2013. Teachers without a baccalaureate degree by Sept 30, 2011 must have an Associate degree, State of Oklahoma awarded certificate for preschool teachers and a CDA with a minimum of an Associate degree by Oct. 1, 2011. **All** Head Start teacher assistants must, by Sept 30, 2013, have at least a CDA credential or be enrolled in a program leading to an associate or baccalaureate degree or be enrolled in CDA credential program that will be completed within two years.

Professional Development Staff Agreement

INCA personnel will participate in the completion of and sign the Agreement upon employment with INCA which will outline an individualized plan for them. This agreement will contain objectives and deadlines for meeting their Professional Development goals. The Training Manager and/or Human Resource Manager will meet with personnel at Pre-Service Training, In-Service Training, and as needed to provide assistance and ensure accountability on meeting their personal goals.

Eligible Personnel

- Personnel that work full time.
- Personnel that have successfully completed the probation period are eligible to enroll in College course work.
- Personnel are eligible to enroll in Care Courses through INCA on their first day of work.



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CDA Credential Program

INCA Community Services, Inc. Head Start will assist **eligible** personnel in pursuing a CDA Credential. INCA will assist with securing enrollment in course work to meet the CDA requirements, and will assist with the cost of securing the CDA Credential.

College Credit Hours/Degrees/INCA Funding Availability

The amount of funding available to each staff person will not exceed \$925 plus two books per semester or \$154 per credit hour with 24 credit hours being the maximum amount provided for a college year (Fall, Spring, Summer) . The cost exceeding \$925 plus two books per semester or \$154 per credit hour with 24 credit hours maximum amount provided per college year (Fall, Spring, Summer), will be at the expense of the employee.

- Staff will be required to apply for a Pell Grant and use that Grant for tuition and books before applying to INCA for funding for tuition and books.
- A copy of the financial aid award letter must be turned in to the Training Manager each year. INCA will pay up to the allotted amount or the difference, if the grant does not cover the total bill.
- Staff must provide the Training Manager with a copy of a bill at the time of Enrollment each semester, or INCA will not be responsible for the bill.
- INCA reserves the right to approve or disapprove both degree plans and institution choices.

College or CDA class requirements do not precede job duties. If it is determined by management that an employee's job performance or classroom effectiveness is hindered by class load or schedule, **their job performance has priority**. The procedure for obtaining college hours will be as follows:

- Staff will consult with the Training Manager regarding Career Development Plan Procedure, school of choice, and class load.
- Staff will contact the school of choice to complete the Free Application for Federal Student Aide (FAFSA), confirm classes offered and meet with potential academic advisor.
- The INCA Application to Attend College/Training Form must be completed with supporting documentation attached before being approved to attend college classes.
- Staff **must** have approval of the Training Manager and the Head Start Director to attend more than three classes per semester.
- College courses must be job related.



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- After completion of the class, a statement from the school's record keeping department must be given to the Training Manager. This record must indicate the grade received for the class as well as college credit hours given.
- Staff **will** be responsible for the bill if a class is dropped after the deadline or the employee has left the agency. **Staff must maintain a "C" average.** Staff will be responsible for the bill if a class must be taken over.
- Permission to attend a class during work hours must be approved each semester by the Training Manager and the Head Start Director upon **written request.**
- Staff **will not** be charged annual time to attend a pre-approved class, during work hours if they have been present at work the day of college class. If an employee is absent from work on a college class day, they **will not** be able to claim work hours for attending the college class.
- INCA **will not** approve time off or provide payment for the pursuit of a Master's Degree.
- INCA **will not** be responsible for mileage or transportation to and from college classes, enrollment for college classes, or any other college related activity.

INCA encourages staff to obtain their CDA credential/ college degrees, but it is the choice of each eligible individual. INCA will only provide education assistance for degrees that are job related.