

Individualized Staff Development Plan

ISDP will include:

- WV Early Care and Education Professional Development System (STARS) Career Pathway or Registry
 - One agency sponsored in-service day
 - One program in-service (one half to one day)
 - One conference, workshop/seminar
 - One demonstration of knowledge learned
- Professional development portfolio to document activities and include evidence of completion
 - 45 hours of training within 3 years

Individualized Staff Development Plan

The ISDP identifies the specific skills and learning activities that support the achievement of your goals and/or the development of specific job behaviors or competencies, as mutually established with your supervisor. Please keep copies for yourself and your supervisor.

Guidelines for Creating and Implementing the ISDP

- Employees hired after January 1 of each year are not required to have ISDP for current fiscal year.
- Review performance evaluation completed by staff and supervisor to identify areas for development.
- Prioritize and develop a plan of action along with your supervisor to reach your short and long term career goals.
 - Create an action plan that is clear and achievable.
 - Evaluate your plan along the way and modify it as needed.
 - Celebrate your successes along the way.

Individualized Staff Development Plan
Annual Planning Conference
20____ -20____ (Fiscal Year)

Name: _____ Position: _____

Program: _____ Date Implemented: _____

I understand that if I am employed at the time of the agency in-service or any of the other projects or activities as outlined herein, it is mandatory that I complete them, unless excused, in writing, by the Executive Director.

If excused I understand that I am responsible for making up the project/activity with appropriate substitutes as approved by the Executive Director. Failure to do so is cause for disciplinary action up to and including termination.

Employee

Date

Knowledge and/or Competencies to be Learned/Acquired

(Be specific. Include STARS Core Competencies Area, Section and Tier Level where applicable.)

Strategies/Approaches Identified to Achieve Professional Growth/Development

(Read, write, research, participate in, observe, attend, collect, interview, develop, create, conduct, mentor, serve on, evaluate...)

Employee's Signature

Supervisor's Signature

Mid-year review: _____
Employee's Initials

Supervisor's Initials

Date

(After the planning conference, submit a copy of this page to Human Resources.)

Summary Descriptions of Completed ISDP Projects and Activities
(Include sessions attended, titles.)

Agency sponsored In-Service

Completion Date: _____

Program In-Service

Completion Date: _____

Conference/Workshop/Seminar

(Minimum 2 hours)

Completion Date: _____

Demonstration of Knowledge Learned

Completion Date: _____

ISDP Final Evaluation

Status: ISDP Completed

Yes

No

Portfolio Complete and Current

Yes

No

STARS transcript attached

Yes

No

Any Additional Professional Development Activities

Yes

No

Employee or Supervisor Comments

Date

Employee's Signature

Supervisor's Signature

(When all sections are completed, submitted the original ISDP form to Human Resources.)