

River Valley Child Development Services

PROFESSIONAL DEVELOPMENT AND PERFORMANCE EVALUATION PROCEDURES

Planning conference

Supervisor/Director provides employee with the “preparing for the planning conference form,” to be completed by the employee prior to the scheduled conference. These responses, the employee’s evaluation and the discussion between employee and supervisor are the basis on which an ISDP is planned.

Agency sponsored in-service

The Executive Director and program representatives plan and organize an agency in-service day held annually on Columbus Day. This may be held in one location or numerous locations depending upon program needs.

Program in-service

Directors and their staff plan and organize an in-service day for their specific program annually with professional development lasting a minimum of four (4) hours. Staff is notified at least one month in advance and attendance is required.

Conference

The Huntington Area Early Childhood Council holds an annual conference in April of each year. Employees working in childcare including school-age programs are required to attend sessions based on individual needs as determined by their supervisor.

Employees working in other programs are required to attend a conference as determined by the Director of their respective programs. For example: Resource and referral staff may attend a conference more suited to their needs; cooks may attend Family Day Care conference or other job-related conference.

Individual or Collaborative Project

Supervisor and employee develop an individual or a collaborative (team) project which may be based on specific needs of employee as identified from their annual evaluation. Teams may be within or outside agency.

Professional Portfolio

A portfolio is documentation of an employee’s growth as a professional. It is a collection of samples of work, training and professional development, carefully selected and refined in order to show skills and knowledge. A supervisor provides employees with detailed information on portfolio development. This is an ongoing project.

State Training and Registry System (S.T.A.R.S.) Pathway

RVCDS requires that all employees be registered with WV STARS Career Pathway and that they maintain their credentials throughout their employment with RVCDS. RVCDS pays for registration and all related training.

The Registry is a professional recognition and credentialing system that establishes an individual's level of competence and accomplishment on the Career Pathway. It provides practitioners with professional records and recognition for their knowledge and skills and a means to advance along the Career Pathway. All employees should provide a current STARS transcript at their ISDP meeting.

Performance Evaluation/ISDP

At least twice a year, supervisors are to provide staff with written feedback based on observation of their performance toward the goals of their ISDP. Oral feedback is encouraged throughout the year.

The ISDP is reviewed by the employee and supervisor mid-year to determine whether the goals of the plan are being met. At the end of the fiscal year, employee and supervisor meet to review the entire ISDP to make sure it has been completed. At that time it is signed by both parties – original is kept in employee's personnel file a copy is given to the employee to keep in her portfolio. It is at this point that the supervisor shares the results of the employees evaluation and a new ISDP is planned for the coming year.