

PROFESSIONAL DEVELOPMENT

CHECKLIST FOR TEACHING STAFF

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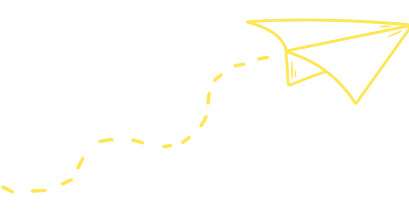
1. ORIENTATION & ONBOARDING

- Completed orientation to school mission, vision, and core values.
- Reviewed Staff Handbook (Code of Conduct, Ethics, Workplace Policies).
- Assigned an onboarding mentor or buddy.
- Completed required health & safety training (first aid, CPR, mandated reporting, etc.).

2. COMPLIANCE & MANDATORY TRAINING

- State licensing requirements completed (annual hours documented).
- Child Development Associate (CDA) or equivalent credentials current.
- Completed Safe Sleep, Food Handling, and Emergency Preparedness trainings.
- Documentation uploaded to personnel file.





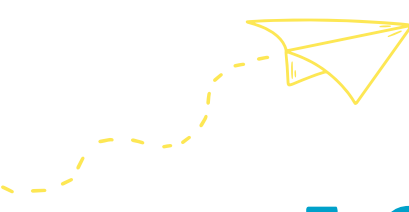
3. CURRICULUM & INSTRUCTION

- Trained on Innovation Advantage® / CAPE™ curriculum framework.
- I attended lesson planning & classroom management workshops.
- Observed demonstration lessons from lead teachers/directors.
- Received coaching on differentiation, scaffolding, and assessment strategies.
- Lesson plans submitted and reviewed regularly.

4. CLASSROOM OBSERVATION & FEEDBACK

- uncheckedCompleted initial observation by Director within the first 30 days.
 - uncheckedParticipated in peer observation or learning walks.
 - uncheckedReceived feedback on the classroom environment (center setup, routines, materials).
 - uncheckedScheduled follow-up observation to measure growth.
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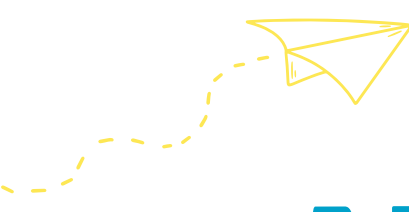
5. ONGOING PROFESSIONAL DEVELOPMENT

- Attended at least one in-service training session per quarter.
- Completed continuing education workshops/seminars (documented CEUs).
- Participated in reflective practice sessions or professional learning community (PLC).
- Engaged in coaching/mentorship cycle (goal-setting + follow-up).

6. CAREER & GROWTH PATHWAY

- Completed Individual Professional Development Plan (IPDP).
- Discussed career goals during annual evaluation.
- Identified pathway for leadership opportunities (mentor teacher, trainer, director-in-training).
- Enrolled in courses toward the next credential/degree.





7. FAMILY & COMMUNITY ENGAGEMENT

- Trained on family communication strategies (daily reports, conferences).
- Participated in at least one family workshop/event.
- Contributed to school-wide community engagement activities.



8. TECHNOLOGY & INNOVATION

- Trained on digital platforms (learning management system, parent apps).
- Used technology to document children's learning and progress.
- Participated in training on digital safety and screen-time best practices.

9. ANNUAL REVIEW

- Professional development hours logged and reviewed.
 - Self-reflection form completed.
 - End-of-year conference with Director completed.
 - PD goals for next year set and documented.
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