

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**  
**Subpart: Human Resources Management**  
**Section: 1302.92 Training & Professional Development**  
**Subject: Training of New Education Staff**

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**Policy:**

All new teaching staff will attend classroom training at the Head Start/Early Head Start Administrative office in Westville, Florida. The purpose of this training will be to give new education staff a better understanding of classroom procedure, Creative Curriculum, Teaching Strategies GOLD, and the required documentation. The new teaching staff will receive ongoing training during the first six months of hire.

**Procedure:**

1. The Education Coordinator will meet with all new staff and complete the Head Start Orientation. The Education Specialist will train and mentor all new teaching staff for 6 months. The training and mentoring will cover the following items.
  - Head Start Performance Standards (1302. Subpart C– Education and Child Development)
  - Head Start Early Learning Outcomes Framework (HSELOF)
  - Creative Curriculum (Infant Toddler & Twos, Preschool)
  - Creative Curriculum Fidelity
  - Lesson Plans
  - Teaching Strategies GOLD
  - Education file
  - Portfolio
  - Home Visits
  - Parent/Teacher Conferences
  - Classroom Management
  - Toothbrushing
  - Classroom Schedule
  - In-Kind
  - Confidentiality
  - Being a Supervisor (If applicable)
  - Working with Diverse Families

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- Periodic Roll Call
  - Family Style Dining
  - Field Trips
  - CLASS (Infant, Toddler, Pre-K)
  - Fire Drill Evacuation Procedures
  - Active Supervision of Children
  - Cleaning and Sanitizing of Classroom
  - Developmentally Appropriate Practices
  - Coaching (Practice-Base Coaching)
  - Child Outcome
  - Individualization
  - Using Teaching Strategies GOLD to plan activities for children.
  - Head Start Eligibility
2. After training is completed, the new teaching staff will sign a checklist for documentation that training was completed, and she/he will receive a certificate.
  3. The Education Specialist will train and mentor the new teaching staff for the first six months of hire. After the six-month period, the teaching staff is assigned a coach, which will use the Practice-Based Coaching Model to support the education staff.
  4. The Education Specialist will complete a classroom observation within the first three months and an observation at the end of six months of employment. The classroom observations will be filed in the Classroom Observation Notebook. The Education Coordinator will monitor New Staff training in January and May.