



Early Childhood Iowa ECI Director Professional Development Plan Template Tool OO

Directions: The ECI Area Director’s Professional Development plan guides on-going learning to enhance the Director’s capacity *“to provide strong leadership, managerial and administrative skills to ensure quality functioning of the ECIA Board and its partners according to Iowa Code, Administrative Rule and ECI policies and procedures.”* (Tool MM –Director Competencies/Skills).

The Professional Development Plan includes the following components:

1. Self Assessment
2. Reflection
3. Goal(s)
4. Action Steps
5. Timeframe
6. Evaluation Plan
7. Final Evaluation
8. Updated Annually

GUIDANCE

Self Assessment

Self assessment is an opportunity for the ECIA Director to look at her/his current skills, knowledge and ability and compare these to the competencies and responsibilities of a director. Use the information from the self assessment to improve, expand, and strengthen the director’s functioning and leadership capacity.

Tool MM, ECIA Director Competencies/Skills, on ECI website may help you identify the competencies and responsibilities of a director, http://www.empowerment.state.ia.us/tools/tool_kit_tools.html. Additionally, the ECIA Director may use other assessment tools or any of the following sources to target areas for improvement:

- Levels of Excellence report/corrective action plan
- Performance appraisals
- State Technical Assistance Team

In the Template below, provide a summary of the self assessment. At a minimum, the summary must:

- List the tools/methods used to assess current level of knowledge, understanding and skill, and
- Describe what you learned about yourself from using the assessment tools/methods.

Reflection

Using the information from the self assessment, ask the following questions:

- What are the skills, knowledge and abilities I feel comfortable/confident about?
- What are some areas that I need more skills/information to do my job better?

Provide a narrative describing the key areas you identified to improve or strengthen. Some of these key areas may be within one of the follow categories:

Knowledge	Attributes/Traits	Skills
<ul style="list-style-type: none"> • Purpose of Early Childhood Iowa • Responsibilities of Local Boards • Healthy Child Development • Best Practices to Achieve Results 	<ul style="list-style-type: none"> • “People Person” • Lifelong Learner • Flexibility • Strategic Thinker • Ability to see “Big Picture” • Attention to Detail 	<ul style="list-style-type: none"> • Collaboration Skills • Communication • Facilitation • Networking • Advocacy • Basic Computer Skills • Business Management • Fiscal • Contracting & Monitoring • Data Informed Decision Making

Goal(s)

Using the reflection, identify one or more goals that will be the focus of your professional development plan for the year. Effective goals use the SMART technique. They are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime-Limited.

Action Steps

List actions steps or strategies that will help you achieve your professional development goal(s).

Timeframe

Indicate the timeline/deadline to accomplish each action step or strategy. Some action steps will take longer than others.

Evaluation Plan

In the third column, describe how you evaluate each action step or strategy. In the last column, identify how you will know that you completed the action step.

Final Evaluation

Describe how you will evaluate progress toward the desired result (goal) at the end of the year. This may include data or evidence for actions steps or strategies.

Updated Annually

Describe how you will annually review and update your professional development plan to continue learning and professional growth.

ECI Director Professional Development Template

Name of ECI Director: _____

This plan is for fiscal year: _____

Self Assessment: Summarize the process and tools used for your self-assessment

Reflection:

- What are the skills, knowledge and abilities I feel comfortable/confident about?
- What are some areas I need more skills/information to do my job better?

Areas to Improve	Areas to Strengthen

Goal (stated in specific, measurable terms; if you have more than one goal, add additional pages):

Action steps or strategies to accomplish the goal	Timeframe to accomplish the step or strategy	How will I evaluate each step or strategy?	How will I know that I accomplished the step or strategy?

Final Evaluation: