

** NM PreK/FOCUS Educational Assistant Professional Development Plan**

|  |  |
| --- | --- |
| **Staff name**: | **Date**: |
| **Position**: | **Date of hire:** |
| **District/Charter:** | **School Site:** |

**NM PreK Program Assurances: Staff Qualifications and Training Requirements**

All educational assistants must hold a minimum of an associate of arts in early childhood education. Educational assistants who do not yet meet staff qualifications must annually complete at least six (6) hours of college that will lead to an associates’ degree in early childhood education. All educational assistants must hold a Level 3 license issued by PED. The degree must be completed within 5 years of hire or placement in an NM PreK program.

Ensure that every PreK/FOCUS educational assistant successfully complete all required one-time trainings listed below:

* *Intentional Teaching*, Modules 1 and 2 (formerly called New Teacher training), covers the observation, documentation and curriculum planning cycle (AODCP)
* *ECERS-3* online training
* *Powerful Interactions*
* *Full Participation of Each Child*
* *New Mexico Pyramid Training*

**All program staff must have a current professional development plan with specific professional goals and timelines related to these Standards** and document their on-going activities to increase their knowledge, specialization and qualifications in early childhood education, individualization, and family support.

**CURRENT EDUCATION:** Highest Level of Education Achieved (check one):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| X | **EDUCATION LEVEL** | **MAJOR/FIELD** | **INSTITUTION** | **YEAR COMPLETED** |
|  | High School Diploma or GED |  |  |  |
|  | Associate’s Degree |  |  |  |
|  | Bachelor’s Degree |  |  |  |
|  | Master’s Degree |  |  |  |

**CURRENT LICENSURE:** Please attach a copy of your PED Educational Assistant’s (or teaching) license.

|  |  |
| --- | --- |
| **Type:** | **Level (circle one): 1 2 3** |
| **License #:** | **Expiration Date**: |

**TRAINING REQUIREMENTS COMPLETED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Completed** | **Date** | **Location** | **If Not Completed, Planned Date of Completion** |
| Intentional Teaching |  |  |  |
| ECERS-3 |  |  |  |
| Powerful Interactions |  |  |  |
| Full Participation of Each Child |  |  |  |
| NM Pyramid Social-Emotional Development |  |  |  |

**PLEASE NOTE:** If you DO NOT meet the degree requirements listed in the Assurances above you MUST complete the chart below to outline your degree plan. If you currently hold an associates’ degree but are pursuing a bachelors’ you must also complete the chart.

**Name of Higher Education Institution**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETED AND PLANNED COURSEWORK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEMESTER AND YEAR** | **Course Number** | **Course Name** | **Credit Hours** | **Completed?** | **FINAL GRADE\*** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

**\*enter upon completion**

**T.E.A.C.H. Scholarship**

□ I am currently a T.E.A.C.H. Scholarship recipient.

**INDIVIDUAL GOALS FOR PROFESSIONAL DEVELOPMENT:**

**Every Educational Assistant must list at least two goals relevant to FOCUS training requirements and one that directly impacts classroom practices (How will you collaborate with the teacher to increase student achievement and engagement?):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOAL** | **Action Steps** | **By When?** | **Date Completed** | **Follow-up** |
| **1.** | **a.**  **b.**  **c.** |  |  |  |
| **2.** | **a.**  **b.**  **c.** |  |  |  |
| **3.** | **a.**  **b.**  **c.** |  |  |  |

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PreK Staff Signature Date PreK Administrator Signature Date