



Chicago Public Schools
Office of Early Childhood Education
Community Partnership Program

Expectations for Creating a Professional Development Plan:

- Distribute an Individual Professional Development Plan to all members of your Early Childhood Education staff, including administrators.
- Plan a staff meeting to discuss individual staff needs. (*see Form A*)
- Use information collected from staff needs to create your Center Professional Development Plan for the year. (*see Form B*)
- Return all copies of *Form A* and *Form B* to the Community Partnership Office, 400 West 69th Street, Chicago, Illinois 60621.
- Centers with Birth to Three and Three to Five programs will need two (2) plans.
- The expectation is for staff to select and attend workshops that reflect your center's professional development plan.

