



Chicago Public Schools
Office of Early Childhood Education
Community Partnership Program

Expectations for Creating a Professional Development Plan

- Distribute an individual professional development plan sheet to all members of your ECE staff.
- Arrange a staff meeting to discuss individual staff needs. (*see Form A*)
- Use the information from staff needs to create your center professional development plans for the year. (*see Form B*)
- Return all copies of **Form A** and **Form B** to the Community Partnership Office.
- Centers with Birth to Three and Three to Five programs need two separate plans.
- The expectation is that the staff will attend workshops that reflect your center's professional development plan during the 2010-2011 program year.