

## Training and Technical Assistance

### Pre-Service Training and Staff Development Needs Assessment and Schedule of Sessions

Every year the Hidalgo County Head Start Program prepares and delivers training and staff development for all its staff. The topics are derived from the following sources:

- Needs assessment surveys completed by staff
- Review of information from the Self-Assessment
- Review of the staff appraisals, disciplinary notices or improvement plans
- The Offices of Head Start Monitoring Protocol
- Assessment of delivery of services for each department
- Feedback from monitoring of center and classroom activities
- Review of data submitted for each department
- Performance of children on the **Learning Accomplishment Learning Profile Diagnostic (LAP-D)**
- Performance of children on the **Devereux Early Childhood Assessment(DECA)**
- Feedback from Executive Team Members
- New Head Start requirements
- Changes in child care requirements
- Implementation of new policies
- Implementation of new curricula or new assessments
- Implementation of Program Plans
- Mandated Issues

## **Grantee Board and Policy Council Training**

Once all the members of the new Policy Council have been elected and appointed, they will participate in a governance training conference specifically planned for them and the members of the Grantee Board. The conference sessions are conducted for three days and include the following areas:

- Head Start Program Overview
  - Statistics
  - Philosophy
  - Management Systems
  - Administrative Structure
  
- Head Start Performance Standards
- Shared Governance Orientation
- Policy Council By-Laws
- The Budget Process
- Financial Responsibilities

Other training is provided during the year to assist them in their roles on the Policy Council or the Grantee Board. Many one-on-one meetings are for the purpose of individualizing the training to the needs of the governing board members and to support them as they perform tasks which are new or different.

## **Mandate for Teacher Degrees/Childhood Development Associate Credential (CDA)**

There are a total of 192 teachers in our Program. Currently 146 or 76% have acquired an associate's degree (63%) or a bachelor's degree(14%) in early childhood education and the remaining have met the requirements for a Child Development Associate (CDA) credential.

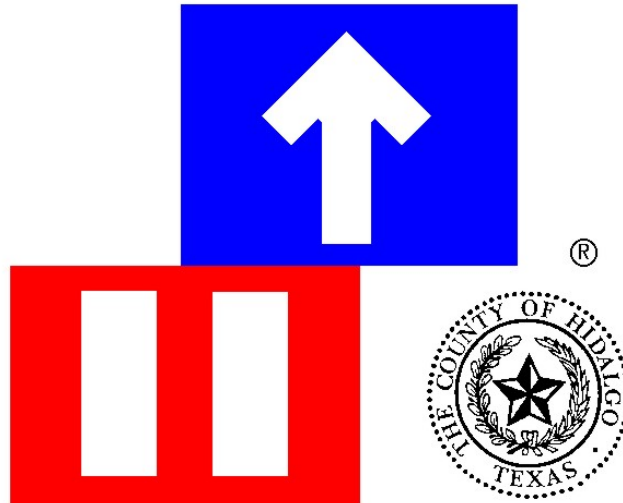
For several years we have implemented a process whereby we are "growing our own" teachers. The Policy Council and the Grantee Board have been very supportive of this endeavor and it has been our most important source of new teachers for us. The process allows for our Program to pay for tuition and fees for any staff member who is pursuing an Associate's or a Bachelor's degree in early childhood education and who does not qualify for financial aid. A total of 4 hours of release time per week after 3:30 p.m. is provided to each employee going to college. More than 100 employees are attending school each semester. This year alone 40 employees completed either an associate's or a bachelor's degree. In addition, we have conducted and will continue to conduct CDA classes for the assistant teachers and 130 or 63% now meet this requirement.

We believe that this process will fully prepare our Program to make satisfactory progress every year toward meeting the 2013 deadline for 50% of our teachers to have a Bachelor's degree and for all assistant teachers to have a CDA. There is no doubt that the requirement can be accomplished, the concern is the Program's funding to compete with other educational institutions, namely school districts, to keep fully credentialed staff with a bachelor's degree in early childhood education.

All four Education Area Directors have a master's degree in education.

A characteristic of our Program is that our population is almost 100% Hispanic and our staff make up reflects this same characteristic. Many of our children come to Head Start speaking little or no English, thus there is a need for our staff to be fluent in Spanish. We are proud to report that all of our classroom and Center staff is bilingual.

# Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2008-2009



Policy Council Approved:  
Grantee Board Approved:



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2008-2009

### Content Area: Administration

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify symptoms of alcohol and substance abuse.	Participants will receive the required training and orientation in the area of prevention of alcohol and substance abuse, particularly in children and juveniles.	Guadalupe Trevino, Sheriff County of Hidalgo	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify the warnings signs of child abuse, neglect and domestic violence and how to insure that everyone understands “If you suspect, you report”.	Participants will be provided with the necessary training as required by the Texas Family Code 745.8551 and the Head Start Performance Standards.	Daniel Rodriguez, Outreach Advocate Mujeres Unidas/ Women Together	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to review and acknowledge receipt of copies of selected policies.	The following policies will be reviewed with Head Start employees: (1-10) 1. T.B Questionnaire  2. Discipline and Guidance Policy	Bertha Castillo, Personnel Officer  Janie Vernon, Administrative Assistant	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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	3. Reporting Child Abuse and Neglect Policy  4. Confidentiality Policy  5. Confidentiality Policy Notice form  6. Civil Rights Act  7. Standards of Conduct Policy form  8. Dress Code Policy  9. Employee Vital Information  10. County of Hidalgo Drug and Alcohol Policy  These policies require employees to acknowledge receipt of the policies and will be kept in their personnel file.					



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Participants will be able to review, locate and access Civil Service Commission Rules.	The Presenter will guide participants through the organization of the manual. Particular sections will be discussed in detail.	Adrian Guerra, Special Projects Coordinator	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
The participant will be able to: <ul style="list-style-type: none"> <li>- Identify ways to prevent injury and/or illness</li> <li>- Recognize when an emergency has occurred</li> <li>- Follow three emergency action steps in any emergency</li> </ul>	The Participants will receive training and become certified in first aid including rescue breathing and choking techniques.	Rene Parrao, Safety Specialist  Nilda Contreras, Ruth Aguilera, Luz Guzmán, Jessica Quintanilla, Victoria Ramirez, Head Start Certified Trainers			Sept. 5,8,11 & 12, 2008	Training Calendar  Evaluation



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Participants will be provided with information and resources that will enable them to be part of the decision making process.	The Leadership Training is provided to prepare elected parents for their roles at the center committees and the Policy Council if elected.	Teresa Flores, Executive Program Director  Irma Pena, Family Services Director  Elma Keller, Finance Department Director		\$ 5, 300	Sept. 20, 2008	Training Calendar  Evaluation
The participants (Assistant Teachers) will be able to meet the specific needs of children and will work with parents and other adults to nurture the children's physical, social, emotional, and intellectual growth as described in the child development framework.	The Participants (Assistant Teachers) will receive the required training as specified by the Council for Professional Recognition, the National Credentialing Program for the Child Development Associate (CDA).	Leonila Caballero, Early Childhood Specialist  Bertha Castillo, Personnel Officer  Helen Meave, Education Coordinator	1. Caring for Pre-School Children Curriculum, Volumes I & II  2. Power Point Presentation  3. Essentials to complete course work.	\$500.00 per person	Sept. 16, 2008  12-18 Months	Training Calendar  Syllabus  Final CDA Assessment



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<p>The Policy Council and the Grantee Board will be able to identify the major program functions and operations by participating in the Governance Institute. This training will enable them to carry out the Program governance responsibilities effectively.</p>	<p>Major function / operations of each department will be presented by the Director/ Administrator supervising the department. Roles and responsibilities of the Policy Council will be presented by the Consultant and the Program Attorney to include the following:</p> <ul style="list-style-type: none"> <li>• Head Start Program Philosophy</li> <li>• Administrative Structure</li> <li>• Shared Governance</li> <li>• Policy Council By Laws and Management Systems: <ul style="list-style-type: none"> <li>On-going Monitoring</li> <li>Self Assessment</li> <li>Human Resources</li> </ul> </li> </ul>	<p>Consultant Program Attorney Department Directors</p>		<p>\$ 16, 000</p>	<p>Oct. 24-26, 2008</p>	<p>Training Calendar  Evaluation</p>

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**Content Area: Administration**

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<p>The participants will be able to implement an annual self-assessment to ensure proper implementation of Federal regulations and to ensure all team members understand their roles and responsibilities.</p>	<p>Planning Communication Fiscal Management Program Governance Record Keeping &amp; Reporting, ERSA</p> <p>Self-Assessment team members participate in a comprehensive training each year to ensure that the process is implemented according to plan.</p>	<p>Nora Munoz, Assistant Program Director</p> <p>Consultant</p>	<p>1. Computer 2. Power Point Presentation</p>	<p>\$ 2, 500</p>	<p>Feb. 06, 2009</p>	<p>Training Calendar</p> <p>Agenda</p> <p>Evaluation</p>



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**Content Area: Family Services**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSA).	Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.	Irma Pena, Family Services Director	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to follow the Head Start Performance Standards as it pertains to Transition, Family and Community Partnerships and Parent Involvement.	Participants will receive instructions and guidance on how to implement Transition, Family and Community Partnerships and Parent Involvement procedures, forms and documents at the center level. Participants will also receive instruction on how to properly document Services Provided to the Children and Families.	Ramiro Silva, Community Partnership and Transition Director  Melba Coody, Family Services Coordinator  Azalia Rios, Family Services Coordinator	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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**Content Area: Family Services**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will identify the different volunteer opportunities and the requirements to become a volunteer.	Participants will be encouraged to volunteer in any of the different areas of the Head Start Program and become more involved in the education of their children. Center staff and central office staff will inform parents of the many ways to participate in Head Start.	Head Start Executive Team Members	1. Computer 2. Power Point Presentation	\$ 5,600	Sept 3-5, 2008	Training Calendar  Evaluation
Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.	The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.	Irma Pena, Family Services Director	Palmer Pavilion	\$ 2,400	Nov. 24, 2008	Training Calendar



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**Content Area: Family Services**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.	The Recruitment Training is for the purpose of providing Head Start services to eligible children, three to five years of age regardless of sex, creed, color, national origin or disabling condition.	Irma Pena, Family Services Director			March 6, 2009	Training Calendar



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**Content Area: Child Nutrition**

<b>Content Area: Child Nutrition</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will enhance their knowledge of and be able to locate and access Child Nutrition Program required information.</p>	<p>Participants will receive information on required Child Nutrition Program documentation. Copies of pertinent forms will be provided and reviewed to ensure proper documentation and that all Program Standards are followed.</p>	<p>San Juanita Rangel, Child Nutrition Director</p>	<ol style="list-style-type: none"> <li>1. Computer</li> <li>2. Power Point Presentation</li> </ol>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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**Content Area: Mental Health**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to utilize the Procedures Manual as a guide when carrying out documentation requirements for the department.	An overview of the Procedures Manual will be presented to the employees. All Head Start centers will receive and follow the manual.	Elma Garza, Mental Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will define the importance of responsible fatherhood.	The Fatherhood Conference for Hidalgo County Head Start Program was initiated to encourage fathers to support their positive involvement in the lives of their children. Sessions on parenting skills and promoting involvement of fathers in their children's schooling will be provided.	Elma Garza, Mental Health Services Director	1. Appropriate place for the conference.  2. Computer  3. Power Point Presentation	\$ 10,000	Feb. 27, 2009	Training Calendar  Survey  Evaluation



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<b>Content Area: Transition and Community Partnership</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will be able to follow the steps in the transition process.	The steps in the transition process will be reviewed. Information for filling out appropriate documents will be provided.	Ramiro Silva, Community Partnership and Transition Director	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to access Community Partnership services for children, families and pregnant women.	The Networking Meeting is designed to develop community partnership supported by interagency agreements to secure appropriate services for children and families.	Ramiro Silva, Community Partnership and Transition Director		\$ 3,000	Aug 28, 2008	Training Calendar  Evaluation



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<b>Content Area: Health</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to access, utilize and interpret the Health Policies and Procedures based on the Performance Standards.</p>	<p>The Health Policies and Procedures will be discussed and how these apply to the Performance Standards will be presented.</p>	<p>Lupita Valdez, Health Services Director</p>	<ol style="list-style-type: none"> <li>1. Computer</li> <li>2. Power Point Presentation</li> </ol>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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**Content Area: Field Operations**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to review the policies and procedures in the area of transportation.	A detailed presentation of the Performance Standards including future mandates, if applicable, will be conducted.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to review the policies and procedures for the operation of the warehouse.	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to access and use local, state and federal standards relating to buildings and grounds.	An overview of the applicable standards will be presented and discussed as they apply to the requirements for facilities and playgrounds for children and staff.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar  Survey  Evaluation



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**Content Area: Field Operations**

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to prepare cleansers and chemicals used for cleaning and disinfecting.	An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleansers and chemicals will be reviewed.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to follow the required office procedures and processing of required documentation for purchases.	A comprehensive explanation of departmental operating procedures will be presented.	Oscar Palacios, Field Operations/ Transportation Director			Pre-Service	Training Calendar  Survey  Evaluation



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<b>Content Area: Finance</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will be able to successfully participate in the budget development and implementation process.	Administration and supervisory staff will engage in one-on-one sessions with the Finance Director and the designated top level administrators to learn the steps to follow in the budget preparation and implementation.	Elma Keller, Finance Department Director			Fall 2008	Training Calendar
Participants will be able to follow the purchase order process.	The presentation will focus on the purchasing process and the required steps to complete a request.	Elma Keller, Finance Department Director Ambrosio Tovar, Procurement Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will enhance their knowledge and understanding of asset allocations as it pertains to their investment options of the Head Start Pension Plan.	Participants will select investment options from a listing of Mainstay Fund allocations based on a review of all options by the presenter.	Tony De Leon, CLU, CFP, MSFS New York Life	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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<b>Content Area: Disability</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will be able to reinforce Individual Education Plans (IEP) objectives in the classroom as well as to document children's progress.	An overview of an Individual Education Plan (IEP) and Head Start IEP progress report/teacher report will be presented to the staff.	Connie Horta Special Services Director	1. Overhead Projector  2. Transparencies		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to follow the Admission, Revision and Dismissal (ARD) process and how meetings are conducted.	An overview of the Admission, Revision and Dismissal (ARD) process and documentation will be presented to the staff.	Connie Horta Special Services Director	1. Overhead Projector.  2. Transparencies		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to enhance their knowledge on the Individuals with Disabilities Education Act	An overview of this federal law will be presented to the staff. Handouts will also be provided.	Belinda Garza, Senior Advocate, Advocacy Inc.  Eva Guerrero, Advocate, Advocacy Inc.	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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<b>Content Area: Disability</b>						
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Participants will be able to administer the speech screening tool to children in an effort identify children who require further evaluation.	This tool screens children to find out if their sound acquisition, voice and fluency is appropriate for their developmental age.	Rainlilly Cruz, Step and Stride Rehab	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to review and interpret the findings of a diagnostic evaluation report when a child is diagnosed with a specific disability.	An overview of a speech/language and a psychological evaluation report will be presented to the staff.	Connie Horta Special Services Director	1. Overhead Projector  2. Transparencies		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to complete Special Services reports.	An overview of the Special Services required program reports will be presented to the staff.	Connie Horta Special Services Director	1. Overhead Projector  2. Transparencies		Pre-Service	Training Calendar  Survey  Evaluation



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<b>Content Area: Disability</b>						
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<p>Participants will be able to utilize the Procedures Manual as a guide when carrying out Special Services and the documentation requirements.</p>	<p>An overview of the Procedures Manual will be presented to the staff.</p>	<p>Connie Horta Special Services Director</p>	<p>1. Overhead Projector  2. Transparencies</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



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<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will be able to maximize learning and minimize frustration and disorganization in the classroom.	Center staff will review eight (8) practical strategies/ concepts to assist them to become more effective classroom managers.	Janie Navarro, Education Area Director	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to access and utilize Performance Standards and implement the Program Plan.	Participants will review the Performance Standards and Program Plan.	Janie Navarro, Sandra Renteria, Susie Sáenz and Homero Carrera. Education Area Directors	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to utilize the Head Start Performance Standards to implement the Education Process.	Participants will receive instructions and guidance on how to implement education services procedures, forms and documents at the center level.	Janie Navarro, Sandra Renteria, Susie Sáenz and Homero Carrera. Education Area Directors	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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Participants will learn how to take ordinary dollar store items and turn them into memorable math lessons.	Participants will work on hands on lessons that can be implemented in the learning areas.	Lorena Barrera Vanessa Sáenz HCHSP Teachers	1. Computer  2. Power Point Presentation  3. Dollar Store Items		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be provided with a variety of action songs that can strengthen language skills.	Participants will engage in language activities through action songs that can highly motivate children to learn.	Melissa Casas Joanna Molina HCHSP Teachers	1. Computer  2. Power Point Presentation  3. CD Player  4. Children/ Educational songs		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be provided with an overview of art ideas, tips and instructional material from Very Special Arts (VSA) that can be added to the curriculum.	Participants will engage in hands on sessions with a variety of easy to follow lessons and activities.	Sonia Ruiz Beatrice Perez HCHSP Teachers	1. Computer  2. Power Point Presentation  3. Arts and crafts supplies		Pre-Service	Training Calendar  Survey  Evaluation



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Participants will be provided with success stories and strategies on how to make a difference in a child's life.	Participants will utilize ways to help every child find and experience success.	Marissa Casares Rebecca Castillo HCHSP Teachers	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be provided with information based on research on how they can use pictures/icons and color in the classroom to help children learn.	Participants will utilize supports that are available in the classroom to enhance student learning and benefit those children who have difficulty following directions and rules.	Cynthia Madrigal Yolanda Briones HCHSP Teachers	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify and use a variety of instruments according to the rhythm and beat of the music.	Participants will engage in hands on activities using different musical instruments to songs by Greg & Steve.	Randy Read, Teacher. Alvarez Elementary School	1. CD Player  2. Greg & Steve CD  3. Age appropriate musical instruments	\$ 500	Pre-Service	Training Calendar  Survey  Evaluation



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Participants will be able to read and sing along to songs with culturally relevant rhythms that promote reading success.	Participants will use the “sing and read methodology” to help develop critical early reading skills while also fostering the natural love for books.	Dr. Mike Longoria, University of Texas El Paso	1. Computer  2. Power Point Presentation  3. CD Player  4. Age appropriate books	\$ 2,000	Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to resolve conflicts as a team in the workplace with excellent results and children being the main focus.	Conflict resolution will be defined. Participants will recognize how daily work challenges are opportunities for change and success.	Abby Vela, CEO Universal Connections... Linking people together	1. Computer  2. Power Point Presentation	\$ 2,000	Pre-Service	Training Calendar  Survey  Evaluation
Participants will learn how to plan and implement purposeful and playful ideas that promote language and literacy in an early childhood classroom.	Participants will view examples of classroom environmental management charts, letter walls, writing activities and other resources that promote language and literacy.	Leticia Prieto Janie Garcia Cynthia Zavala Bernadette Correa Camilia Sosa HCHSP Teachers	1. Computer  2. Power Point Presentation  3. Letter Wall sample		Pre-Service	Training Survey  Survey  Evaluation



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<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will explore ways to enhance and create a print rich classroom and develop vocabulary utilizing lesson plans, letter wall and other developmentally appropriate techniques.</p>	<p>Participants will review the research on language development thru role playing in a variety of ways to implement new vocabulary throughout the day</p>	<p>Janie Navarro, Education Area Director</p>	<p>1. Computer  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to administer the Learning Accomplishment Profile Diagnostic (LAP-D) Assessment to all the children directly on the Personal Digital Assistant (PDA) and utilize the LAP-D classroom reports for small group instruction.</p>	<p>Participants will:</p> <ul style="list-style-type: none"> <li>• Review the major features and general procedures for assessment.</li> <li>• Identify any questions/concerns staff might have.</li> <li>• Review assessment directly on the Personal Digital Assistant (PDA).</li> <li>• Identify individual objectives using the LAP-D assessment results.</li> <li>• Identify classroom objectives using the LAP-D assessment results.</li> </ul>	<p>Helen Meave, Education Coordinator</p>	<p>1. Computer  2. Power Point Presentation  3. Personal Digital Assistant (PDA)</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



**Hidalgo County Head Start Program  
 Training and Technical Assistance  
 One Year Implementation Plan  
 2008-2009**

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will utilize appropriate strategies to assist children develop cognitive skills to learn concepts related to science.</p>	<p>Participants will be provided with science related information which expands their knowledge and skills for a variety of experiences and interactions with other children and adults. Intellectual development is extended and reinforced with opportunities to engage in meaningful science activities that encourage questions, ideas and learning.</p>	<p>Homero Carrera, Education Area Director</p>	<p>1. Computer  2. Power Point Presentation</p>	<p></p>	<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



**Hidalgo County Head Start Program  
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<b>Content Area: Education</b>						
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<p>By the year 2011 all classroom teachers will acquire an associate degree in early childhood education.</p> <p>By the year 2013 at least 50% of the teacher will acquire a bachelor's degree in early childhood education.</p>	<p>For several years the program has implemented a process whereby the program is "growing its own teachers. Program funds will be utilized to pay for tuition and fees for any staff member who does not qualify for financial aid and who is pursuing an associate's or a bachelor's degree in early childhood education.</p>	<p>Staff Development Staff</p>	<p>Books and completion of enrollment procedure.</p>	<p>\$65,000</p>	<p>On-going</p>	<p>Course completion information</p>
<p>By the year 2013 all assistant teachers will meet the requirements for the Child Development Associate (CDA).</p>	<p>Program funds will be utilized to pay for the credential once all requirements are met. Education department staff will conduct training requirements for the acquisition of the CDA.</p>	<p>Staff Development Staff</p>	<p>Attendance at sessions.</p>	<p>\$30,000</p>	<p>Ongoing</p>	<p>Certificate of completion</p>