



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the symptoms of alcohol and substance abuse.</p>	<p>Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles.</p>	<p>Guadalupe Trevino, Sheriff County of Hidalgo</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 identify the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands “If you suspect-you report”</p>	<p>Participants will be provided with necessary training as required by the Texas Family Code 745.8551 and the Head Start Performance Standards.</p>	<p>Daniel Rodriguez, Education Specialist Rio Grande Valley Council, Inc.</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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<p>Participants will receive, review and acknowledge the Hidalgo County Head Start mandated policies as required by federal, state and local regulations.</p>	<p>To comply with federal, state and local regulations participants will review and acknowledge the mandated policies listed below:</p> <ul style="list-style-type: none"> -T.B. Questionnaire -Discipline and Guidance -Reporting Child Abuse and Neglect Policy -Confidentiality Policy -Confidentiality Policy Notice Form -Dress Code Policy -Standards of Conduct Policy -Civil Rights Act -Employee Vital Information -County of Hidalgo Drug and Alcohol Policy -Absence Control Policy -Hidalgo County Ethics Policy -Sexual Harassment 	<p>Noelia Smith, Benefits Administrator</p> <p>Bertha Castillo, Personnel Officer</p> <p>Noemi Flores Risk Management Specialist</p>	<p>1. Computer</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and address sexual harassment in the workplace.	The presenter will provide information to Head Start Employees on how to recognize and prevent incidents of sexual harassment.	Rene Parrao, Hidalgo County Safety Officer	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and implement the Human Resources Program Plan which supports the goals of the Hidalgo County Head Start Program	The presenter will provide a brief explanation on the Human Resources Program Plan Policies and Procedures, recruitment and employment of staff, organizational structure and lines of authority and communication.	Bertha Castillo, Personnel Officer	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Participants will be able to identify how to prevent slip, trip and fall accidents and their causes.	The presenter will provide techniques to avoid injuries, the importance of safety shoes, ladders and similar equipment.	Noemi Flores, Risk Management Specialist	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to recognize the responsibilities of professionals in reporting suspected child abuse and will become familiar with cultural costumes which are often confused with child abuse.	The presenter will use a Power Point presentation to provide information of how to detect abuse/neglect of children. In addition, formal handouts will be distributed.	Child Care Licensing Inspectors	1. Computer 2. Power Point Presentation		Pre-Service/ Ongoing	Training Calendar Survey Evaluation
Participants will focus on the caregiver's appropriate discipline of children in a classroom setting.	The presenter will present appropriate discipline and guidance techniques to children's behavior.	Child Care Licensing Inspectors	1. Computer 2. Power Point Presentation		Pre-Service/ Ongoing	Training Calendar Survey Evaluation



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Participants will be able to adhere to the Civil Service Commission Rules and Regulations.	The Hidalgo County Civil Service Commission Rules review will provide the participants information on personnel practices and the procedures governing disciplinary actions.	Bertha Castillo, Personnel Officer	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to review options available to them on asset allocations and make decisions regarding their Head Start Retirement 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
Participants will be able to identify and utilize preventive measures to promote a safer work environment.	Participants will be able to define and respond appropriately to work violence.	Rene Parrao, Hidalgo County Safety Officer Supervisor	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The participants 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.</p>	<p>Participants will receive the required training as specified by the Council for Professional Recognition, the National Credentialing Program for the Child Development Associate (CDA).</p>	<p>Bertha Castillo, Personnel Officer</p> <p>Helen Meave, Education Coordinator</p>	<p>1. Caring for Pre-School Children Curriculum, Volumes I & II</p> <p>2. Power Point Presentation</p> <p>3. Essentials to complete course work.</p>	<p>\$500.00 per person</p>	<p>Sept 6, 2010</p> <p>12-18 Months</p>	<p>Training Calendar</p> <p>Syllabus</p> <p>Final CDA Assessment</p>
<p>Participants will be provided with information and resources that will enable them to be part of the decision making process.</p>	<p>The Leadership Training is provided to prepare elected parents for their roles at the center committees and the Policy Council if elected.</p>	<p>Teresa Flores, Executive Program Director</p> <p>Irma Pena, Family Services Director</p>		<p>\$ 5, 300</p>	<p>Sept. 25, 2010</p>	<p>Training Calendar</p> <p>Evaluation</p>
<p>The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.</p>	<p>Each 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 emphasized.</p>	<p>Consultant</p>		<p>\$ 16, 000</p>	<p>Oct. 29 -31, 2010</p>	<p>Training Calendar</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:
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part I.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Irma Pena, Family Services 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 follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part II.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Azalia Rios, Family Services Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey 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 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	Aug. 31- Sept. 2, 2010	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		\$ 2,400	Nov. 19, 2010	Training Calendar
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 2, 2011	Training Calendar



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to implement Performance Standards and relate them to the Program Plan.	Participants will actively listen and review the Performance Standards and Program Plan	San Juanita Rangel, Child Nutrition Director Christian Barajas, Child Nutrition Coordinator Gilbert Silva, Child Nutrition Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to locate and utilize Child Nutrition Program required information.	The required information for the Child Nutrition Program will be presented and reviewed with staff. Copies of pertinent forms will be provided.	San Juanita Rangel, Child Nutrition Director Christian Barajas, Child Nutrition Coordinator Gilbert Silva, Child Nutrition Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify and implement a childhood obesity proactive approach in Head Start children utilizing the TDA's Food and Nutrition Division recommendations.</p>	<p>Participants will receive instructions and guidance on how to implement and promote a healthy life style including healthy food choices and physical activity.</p>	<p>San Juanita Rangel, Child Nutrition Director Christian Barajas, Child Nutrition Coordinator Gilbert Silva, Child Nutrition Coordinator</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and utilize the Mental Health Program Plan to implement the Performance Standards.	An overview of the Performance Standards and Mental Health Program Plan will be presented to the staff via power point presentation.	Elma Garza, Mental Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify the specifics of Challenging Behavior and to utilize prevention strategies to decrease inappropriate behavior.	An overview of Positive Behavior Support will be presented and the understanding of what triggers and reinforces problem behaviors.	Trainers for Positive Behavior Support	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to respond in a way that does not maintain or reinforce challenging behavior. Participants will be able to describe and select strategies that may be used to prevent challenging behavior.	Participants will learn that Positive Behavior Support is a process that may be used to develop effective interventions for children with the most persistent challenging behaviors.	Noe Hernandez, HCHSP Center Manager	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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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 write a behavior support plan and identify the components needed to carry out the plan.	An overview on how to develop a behavior plan as a team, utilize the prevention strategies replacement skills and monitor outcomes will be presented.	Elma Garza, Mental Health Services Director	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to implement strategies on how to cope effectively with different types of difficult people in the work place.	Participants will discuss an array of strategies and recommendations that facilitate a positive work environment.	Noe Hernandez, HCHSP Center Manager	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. 24, 2011	Training Calendar Survey Evaluation



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Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to follow the steps in the transition process.	The steps in the transition process will be reviewed. Guidance for appropriate documentation 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 26, 2010	Training Calendar Evaluation



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Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access, utilize and interpret the Health Policies and Procedures in regards to the Performance Standards.</p>	<p>The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.</p>	<p>Lupita Valdez, Health Services Director Roxana Alvarado, RN Paula González, LVN Maria Villarreal, LVN</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

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:
<p>Participants will be able to prepare cleaners and chemicals used for cleaning.</p>	<p>An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleaners and chemicals will be reviewed.</p>	<p>Oscar Palacios, Field Operations/ Transportation Director</p>			<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to follow the required office procedures and processing of required documentation for purchases.</p>	<p>A comprehensive explanation of departmental operating procedures will be made.</p>	<p>Oscar Palacios, Field Operations/ Transportation Director</p>			<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Finance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Staff will be able to effectively apply the purchase order process to ensure that proper procurement practices are adhered to.	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
Fiscal staff will be able to utilize the computerized accounting software (MIP) to properly execute payroll and accounts payable functions for the program.	The training will focus on the payroll and accounts payable functions and capabilities of the software to ensure that effective and efficient practices are in place and properly executed.	MIP Consultant	1. Computer with MIP access. 2. Training Manual.	\$ 2,500		Training Calendar Survey Evaluation
Fiscal staff will be able to properly account for all fixed assets and maintain proper inventory control records.	The training will assist fiscal staff in the proper classification of fixed assets following Hidalgo County and Head Start requirements.	Alvaro Chuc, Finance Assistant	1. Computer with MIP access. 2. Fixed assets inventory control records.			Training Calendar Survey Evaluation



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Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluatio n:
<p>Participants will be able to implement the Head Start Performance Standards in the area of disability.</p>	<p>An overview of the Performance Standards and Special Services Program Plan will be presented to the staff via a power point presentation. All centers are provided with the Performance Standards and the Program plan.</p>	<p>Connie Horta Special Services 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 identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.</p>	<p>An overview of the federal law will be presented to the staff. Hand outs will be provided.</p>	<p>Chance Hainsohn, Attorney Advocacy, Inc.</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.	An overview of the federal law will be presented to the staff. Handouts will be provided.	Eva Guerrero, Advocate	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to understand the content of psychological evaluations; furthermore reports from different mental health professions will be analyzed.	An overview of psychological evaluations report will be presents to participants.	Mario A. Tovar, Doctoral Intern STC Psychology Professor	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to administer the Speech Screening Tool to children in an effort to identify children who require further evaluation.	This tool screens children to find out if their sound acquisition, voice and fluency is reflective to their developmental age. Handouts will be provided to staff.	Amy Cantu, MA, CCC-SLP Step & Stride Rehab	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to utilize the Procedures Manual as a guide when carrying out Special Services Department documentation requirements. Part I & II</p>	<p>An overview of the Procedures Manual will be presented to the staff.</p>	<p>Connie Horta Special Services Director</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and utilize the Education Services Program Plan to implement the Performance Standards.	Participants will actively listen and review the Performance Standards and Program Plan.	Homero Carrera Sandra Renteria Susie Saenz Janie Navarro, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and utilize the Education Services Procedures Manual to implement the Performance Standards.	Participants will receive instruction and guidance on how to implement Education Services Procedures, forms and documents to the center level.	Janie Navarro Susie Saenz Sandra Renteria, Education Area Directors	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to have a better understanding of the LAP-D Profile Report to maximize their planning. It will also give an overview of ways to use their report in their lesson plan and parent-teacher conference.	Participants will review LAP-D Profile Report and results, Parent-Teacher Conference/CIP report, lesson plan and classroom objectives.	Helen Meave, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will learn different hands-on math activities to enrich and enhance their curriculum.	Participants will use everyday math objects to develop hands-on math activities.	Elva Cortez Nadia Gutierrez, HCHSP Teacher	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will learn new ideas and techniques that can be used in the classroom to improve the learning experience.	Participants will receive instructions on how to implement these new ideas to enrich the development of the children in the classroom	Homero Carrera, Education Area Director Jesus Vela, HCHSP Center Manager	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to write comprehensive lesson plans addressing the unique needs of each child.	Participants will review the critical characteristics of lesson plans which reflect the individual needs of children.	Janie Navarro, Education Area Director Helen Meave, Education Coordinator	1. Computer 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will gain knowledge of how to build positive relationships, identify preventive classroom practices and social emotional teaching strategies.</p>	<p>Participants will be provided with an overview of positive classroom practices that promote social and emotional competence in young children.</p>	<p>Elma Garza, Mental Health Services 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 implement strategies in the instructional day to promote a positive environment and children’s positive behavior in the classroom.</p>	<p>Participants will discuss an array of strategies and recommendations that will facilitate a positive Head Start classroom environment.</p>	<p>Noe Hernandez, HCHSP Center Manager</p>	<p>1. Computer 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement strategies in the instructional day to comply with the most recent Head Start Program classroom observation tool (C.L.A.S.S.)</p>	<p>Participants will review the three C.L.A.S.S domains and their dimensions.</p> <ol style="list-style-type: none"> 1. Emotional Support <ul style="list-style-type: none"> -Positive Climate -Negative Climate -Teacher Sensitivity -Regard for Student Perspective 2. Classroom Organization <ul style="list-style-type: none"> -Classroom Management -Productivity -Instructional Learning Formats 3. Instructional Support <ul style="list-style-type: none"> -Concept Development -Quality of Feedback -Language Modeling 	<p>Nora Munoz, Assistant Program Director</p> <p>Janie Navarro, Education Area Director</p> <p>Sandra Renteria, Education Area Director</p> <p>Azucena Saenz, Education Area Director</p> <p>Homero Carrera, Education Area Director</p> <p>Helen Meave, Education Coordinator</p> <p>Noe Hernandez, HCHSP Center Manager</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will effectively implement the Journeys literacy program during the daily routine.</p>	<p>Participants will review techniques and activities that will stimulate and enrich literacy instruction inclusive of:</p> <ul style="list-style-type: none"> - Essential components of effective early literacy instruction - An explanation of how to use the program - Suggestions on how to set up the classroom - Tools and ideas on how to assess children's literacy development - Learn how to incorporate the technology component in the classroom 	<p>Janie Navarro, Education Area Director</p>	<ol style="list-style-type: none"> 1. Computer 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>