

## Professional Development Checklist

Indicate all the items in this professional development checklist that describe current practices at your center.

- The center has a professional resource library accessible to all staff.
- Supervisors meet regularly with individual staff members to support their professional growth.
- Mentors are assigned to new teachers to help orient them to the program.
- Teachers attend more in-service training hours than required by state licensing.
- Professional development opportunities are posted on a staff bulletin board, distributed in teachers' mailboxes, and promoted at staff meetings.
- The program pays for teachers' membership for at least one professional organization.
- The program provides compensation for staff to attend workshops and conferences held off-site.
- The program provides tuition reimbursement for college classes.
- Teachers are given release time to observe other one another's classrooms and visit other centers.
- Teachers are encouraged to share information at staff meetings about professional development experiences they've attended.
- Teaching and administrative staff are encouraged to present workshops at local and regional conferences.
- Some time is devoted at every staff meeting for professional development (e.g., a discussion about an article that everyone has read).
- Professional achievements of team members are highlighted on the center's bulletin boards, in newsletters, at meetings, or on the center's website.
- There is a career ladder for advancement that encourages increases in experience, specialized training, and general education.
- The center subscribes to educational journals and magazines and makes them available to staff.