

Section 4 Tip Sheet: Staffing and Supporting an Early Learning Workforce

Section 4 of the recompetition grant application focuses on how well the program is able to support and sustain a staffing structure and staff development system that supports high quality Head Start and Early Head Start services. This tip sheet provides information to help you craft a strong response to criteria about professional development.

Evaluation Tools: Make sure to describe rating scales and tools that you utilize to observe classroom staff. This includes the CLASS, but also make sure to note how you observe staff interactions in EHS classrooms. Identify the tool, its evidence base, and how it is used.

Observation Procedures: It is important to describe how tools are used and who utilizes them. A strong description of professional development includes information about who is responsible for observing staff, how information from the observations is utilized to coach staff towards improved interactions, and how you observe support staff such as teacher assistants.

Dual Language Learners: How does the observation system and training approach change for staff working with dual language learners to ensure the needs of these children are met? Include a discussion of targeted assistance for these staff members.

The PD System: The evaluation criteria wants you describe your “plan” and “system” for professional development. Don’t forget this means addressing the “who, what, where, when, and how” you will ensure exemplary teaching and learning in your Head Start program.



Heartland Solutions offers a variety of options that are appropriate for all types of programs seeking Head Start grant funding. Visit our website at www.heartlandgrants.org or call Andrea Molarius at 530-526-9161 for additional recompetition resources and to learn about our services.