



Administrative Policies and Procedures: 5.3

Subject:	Annual Needs Assessment and Professional Development Plan
Authority:	TCA 37-5-105 (3); 37-5-106
Standards:	ACA: 4-JCF-6A-15, 4-JCF-6E-01, 4-JCF-6E-02, 4-JCF-6E-03, 4-JCF-6E-04; COA: 1.03; DCS Standards of Practice: 4-100A, 4-101A, 4-102A
Policy Statement:	
The Department of Children's Services Professional Development Division shall develop, evaluate, review and update a professional development plan in response to an assessment of current professional development needs.	
Purpose:	
To assess the department's current professional development needs, provide employees with the information necessary to effectively provide services and develop a curricula that is responsive to job requirements; professional development needs; new theories, techniques, and technologies; the departments' philosophy, purpose, values and other departmental initiatives.	
Procedures:	
A. Professional development and training needs assessment	<ol style="list-style-type: none"> 1. The Professional Development Division will survey and assess the regional professional development needs of DCS staff during the third quarter of each fiscal year and compile a needs assessment report on or before March 31st prior to each new fiscal year. 2. The Director of Professional Development Division will process manage this activity, and then compile a comprehensive professional development plan.
C. Youth Development Centers	<ol style="list-style-type: none"> 1. The Youth Development Centers (YDC's) professional development coordinators, the Director of Professional Development for the Division of Juvenile Justice and the Juvenile Justice Program Specialists will meet annually to review past professional development initiatives, to assess future professional development needs and develop an annual professional development plan. 2. A written record of these meetings along with the annual professional development plan will be forwarded to the facility's administrator, the Director of Professional Development for the Division of Juvenile Justice and the Director of the Professional Development Division. 3. The Division of Juvenile Justice Professional Development Committee will meet at least quarterly to review progress and resolve problems, and a written record of these meetings will be forwarded to the facility's administrator.

	4. According to the American Correctional Association (ACA) guidelines, each YDC professional development board (previously known as the training advisory board) will meet quarterly.
--	--

Forms:	None
---------------	------

Collateral documents:	None
------------------------------	------