

Early Childhood Iowa Professional Development Steering Committee Roles and Responsibilities

FACILITATOR

Role: To facilitate meetings and help the Steering Committee to complete its purpose and outcomes, and meet its timelines.

Responsibilities:

- Set ground rules and hold members accountable to them.
- Keep Steering Committee on task to meet its outcomes and timelines.
- Facilitate meetings.
- Work in coordination with co-chairs and IDPH in planning meetings.
- Write a summary report of activities by 9-29-09.

STEERING COMMITTEE

Vision: All system development activities shall be aligned around the following vision statement for the children of Iowa: “Every child, beginning at birth, will be healthy and successful.”

Purpose: To act on behalf of the ECI Professional Development System Component Group to provide LEADERSHIP and SUPPORT the development of a comprehensive, INTEGRATED early care, health, and education professional development system that addresses the needs of children ages zero through five and their families.

Outcomes:

- Define its role and responsibilities.
- Identify its relationship with the Professional Development System Component group and other professional development efforts within each of area of early childhood development.
- Develop an integrated professional development system that integrates four areas of early childhood development:
 - Early learning
 - Family support
 - Special needs/early intervention
 - Health, mental health and nutrition
- Develop a framework for the ECI Professional Development (PD) system by July 16, 2009. The framework may be modeled on the NAEYC Policy Blueprint for State Early Childhood Professional Development Systems. The framework will define the overall vision for the PD system and may include key principles and policy areas.
 - SC will gather input from representatives of the four Early Childhood ovals to identify needs and fill in current gaps to move towards a comprehensive, integrated PD system.
 - IDPH will provide a draft framework at the May 28th SC meeting. SC will provide recommendations on changes and IDPH will present a final framework at the July 16th SC meeting.
- Develop an implementation plan for the ECI PD system by September 29, 2009. The implementation plan will include specific strategies and action steps for implementation of the PD framework.

- IDPH will provide a draft implementation plan at the August 20th SC meeting. SC will provide recommendations on changes and IDPH will present a final implementation plan at the September 29th SC meeting.
- Provide input to IDPH in development of an ECI professional development Web site.

Responsibilities:

- Serve on the ECI Professional Development Steering Committee and take recommendations back to respective Departments.
- Provide leadership in the development of an integrated professional development system.
- Provide communication and coordination with key stakeholders during this process.
- Accomplish its purpose on time.

Responsibilities Related to the Empowerment Professional Development Funds:

The Early Childhood Iowa Professional Development Steering Committee provides leadership to the use of the professional development funds appropriated to Community Empowerment to support the early care, health and education system. In FY '09, the committee determined a competitive bid process for distribution of the funds based on priorities that were developed the previous fiscal year. The committee will review updates from each project that was awarded. The Department of Management implements the process for distribution and awarding of funds. The Steering Committee does not assist with this process as some may choose to be applicants so we avoid the conflict of interest.

IDPH

Purpose: Provide resources to support the development of a functioning steering committee that will provide leadership for an integrated early care, health, and education professional development system.

Outcomes:

- Design a statewide early child professional development system using research-based guiding principles and elements to oversee work of system building and monitor progress on goals in the application.
- Management and maintenance of the ECI Professional Development Web site.

Responsibilities:

1. Steering committee meetings:
 - To work in partnership with the facilitator and committee co-chairs to plan meeting agendas, find meeting locations, communicate with committee members of upcoming meetings, and maintain a committee membership roster on the ECI Web site.
 - Take meeting minutes and distribute minutes to committee members.
2. Coordination of the ECI Professional Development System
 - Develop a framework based on Steering Committee’s vision of an integrated ECI professional development system with input from the Professional Development Component work group and its Steering Committee by July 16, 2009.
 - Develop a work plan for implementation of the ECI professional development system with input from the Professional Development Component work group and the Steering Committee by September 29, 2009.
 - Development of an ECI professional development Web site by September 29, 2009.