

Free staff handbook template

Section 1: Our School

1.1 Mission Statement

Here at **[Center's name]**, we are committed to providing high-quality early care and education through close and thoughtful partnerships with educators, families, child development professionals, and our local state agencies.

The tenets that guide and inspire our work:

1. We believe that children reach their fullest potential in nurturing and secure developmentally appropriate learning environments with caring and attentive adults and meaningful relationships with their peers.
2. We believe the family is a child's first teacher and the experts on their child. Supporting a child to reach their fullest potential means partnering closely with the family.
3. We believe educators are the heart and soul of the school and as such we are committed to uplifting and celebrating our teachers' professional growth through professional development, compensation, and other benefits.

[Center's name] strives to be advocates for all children, families, and educators within our community and beyond as we lead by example to have a positive impact on the future of our youngest citizens, families, and the field of early childhood education.

1.2 Purpose of Handbook

This handbook has been prepared to inform new employees of the policies and procedures and to establish **[Center's name's]** expectations. It is not all-inclusive or intended to provide strict interpretations of our policies, rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with our organization.

[Center's name] reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the **[Center's name]** policies. However, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook. This handbook supersedes all personnel policies and manuals previously distributed, made available, or applicable to employees.

Section 2: Employment at **[Center's name]**

2.1 Equal Employment Opportunity

[Center's name] is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other

Handbook Of Staff Development

**Marjorie K. Bradley, Bena Kallick, Helen
B. Regan**



Handbook Of Staff Development:

Handbook of Staff Development Peter Sheal,2004 This Book Is For Managers Supervisors And Others In Leadership Roles Who Wants To Improve Their Effectiveness Through Training And Staff Development Designed As Handbook To Be Used To Be Used On The Job It Divides The Training And Development Process Into Ten Clear Stages Each Of Which Is Covered In A Separate Self Contained Chapter **Training and Development Handbook** Robert L. Craig,1976 Training and development function Programme development Applications in training Media and Methods **Handbook of Training and Development** Steve Truelove,1992-01-01 *Training and Development Handbook* Robert L. Craig,American Society for Training and Development,1967 Teacher training textbook on development of further training in the USA covers the learning process aptitude tests trainee behaviour in plant training management development teaching methods incl Lectures programmed instruction self instruction audiovisual aids EDP systems etc vocational training training programmes financial aspects and administrative aspects of training and legal aspects thereof etc Bibliographys at the end of chapters

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Manual of Staff Development Lori Rodriguez,1996 The MANUAL OF STAFF DEVELOPMENT is a practical resource that provides staff development educators and administrators with a compendium of useful tools and techniques to meet the rapidly changing professional development needs of their staff Drawn from hospitals through the U S and Canada the materials address such crucial and diverse activities as staff development certification finance quality marketing instructional design needs assessment program planning orientation preceptorship in service education competence assessment and evaluation This resource enables the staff development educator to benefit from the expertise and experience of numerous staff development experts saving the time and money required creating these programs and materials *Creating the Conditions for School Improvement* Mel Ainscow,David Hopkins,1994 **The Staff Development Manager** Marjorie K.

Bradley, Bena Kallick, Helen B. Regan, 1991 **Staff Development Handbook** Miami-Dade Community College. Office of Staff and Organization Development, 1973 **Gower Handbook of Training and Development** Anthony Landale, 1999 An invaluable aid for today's training professional as they face up to the organizational challenges presented to them A Handbook for Staff Development Donald C. Orlich, 1984 *Staff Development Handbook* Nancy Banker, Karen M. Chatham, C. L. Jenks, Far West Laboratory for Educational Research and Development. Experience-Based Career Education Program, 1976 *Staff Development Handbook for Long-term Care Facilities* Charlotte Eliopoulos, 1990 **The Staff Development Handbook** Peter Sheal, 1999 This handbook provides practical easy to apply advice for anyone involved in staff development Packed with ideas to aid learning and staff development the book contains lots of sample record forms practical tips checklists and solutions to problems that frequently arise when training At the core of the book is a proven toolkit of techniques that anyone can apply easily in their own organization **Staff Development Training Handbook** Victoria. Community Services Victoria. Staff Development Branch, 1992 **A Handbook for Staff Development** Donald C. Orlich, Washington (State). Superintendent of Public Instruction. State Staff Development Council, 1988 *Staff Development Review* East Sussex (England). Social Services Department, 1984

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