

**Human Resources Management**  
**1304.52**

1

**Goal: To meet the objectives of the Head Start Performance Standards with regards to human resources**

<b>STANDARD</b>	<b>GOAL</b>	<b>OBJECTIVES</b>	<b>SPECIFIC TASKS/ACTIVITIES</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1304.52	<b>(a) Organizational Structure</b>	(1) Grantee and delegate agencies must establish and maintain an organizational structure that supports the accomplishment of program objectives. This structure must address the major functions and responsibilities assigned to each staff position and must provide evidence of adequate mechanisms for staff supervision and support.	1. See job description handbook. 2. See Organizational structure (Appendix 1)	1. WOCCISD Personnel Director 2. Head Start Director/Principal	Aug.2012 May 2013
1304.52(a)(2)(i)  Related: 1304.52(a)(2)(I)-(iii)		(2) At a minimum, grantee and delegate agencies must ensure that the following program management functions are formally assigned to and adopted by staff within the program:  (i) Program management (the Early Head Start or Head Start director);	1. Ensure that all program management functions are the responsibility of the Head Start director.	1. WOCCISD Board of Trustees 2. Policy Council	Aug.2012 Aug 2013
1304.52(a)(2)(ii) & (iii)		(ii) Management of early childhood development and health services, including child development and education: child medical, dental, and mental health; child nutrition; and services for children with disabilities  (iii) Management of family and community partnerships, including parent activities.	1. Individual Managers have been assigned: • Education Manager • Health Manager • Nutrition Manager • Mental Health/Disabilities Manager • Family and Community Partnerships Manager	1. Head Start Director/Principal 2. Sarah Landry 3. Shelley Trump 4. Shelley Trump 5. Julie Allensworth  6. Deborah Mitchell	Aug 2012 Aug 2013
1304.52(b)(1) & (2)  Related: 1304.31	<b>(b) Staff qualifications - general</b>	(1) Grantee and delegate agencies must ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.  (2) In addition, grantee and delegate agencies must ensure that only candidates with the qualifications specified in this part and in 45 CFR 130.21 are hired.	1. All staff members are hired through the WOCCISD Human Resources Department. 2. Consultant Agreement form used	1. Head Start Director/Principal 2. WOCCISD Human Resources Director 3. Policy Council	Aug 2012 Aug 2013

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1304.52(b)(3)		(3) Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are equally qualified.	<ol style="list-style-type: none"> <li>1. Post all job openings on the front office bulletin board, on Community Board, on-line.</li> <li>2. Consider current and former Head Start parents for employment on a priority basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> <li>2. Policy Council</li> <li>3. Interview Committee</li> <li>4. Board of Trustees</li> </ol>	Aug 2012 Aug 2013
1304.52(b)(4)  Related: 1304.51(c)(2) 1304.52(g)(2)		(4) Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.	<ol style="list-style-type: none"> <li>1. North currently has three bilingual (Spanish) paraprofessionals: two are teacher assistants/ one in family services.</li> <li>2. ESL is offered to children who qualify.</li> <li>3. Provide programs representative of all cultures enrolled.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> <li>2. Teachers</li> </ol>	Aug 2012 May 2013
1304.52(c)	<b>(c ) Early Head Start or Head Start director qualifications</b>	The Head Start director must have demonstrated skills and abilities in a management capacity relevant to human services program management.	<ol style="list-style-type: none"> <li>1. Establish qualifications for Head Start Director to be the same as those of a WOCCISD building principal plus HS duties.</li> <li>2. 3.04 Job Description Manual</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. Superintendent</li> <li>3. Policy Council</li> </ol>	Aug 2012 Aug 2013
1304.52(d)  Related: 1304.52(d)(1)-(8)	<b>(d) Qualifications of content area experts</b>	Grantee and delegate agencies must hire staff or consultations that meet the qualifications listed below to provide content area expertise and oversight on an ongoing or regularly scheduled basis. Agencies must determine the appropriate staffing pattern necessary to provide these functions.	<ol style="list-style-type: none"> <li>1. Be certain that managers meet minimum education and experience requirements.</li> <li>2. Job Description Manual on campus list detailed job descriptions.</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Director</li> <li>3. Policy Council</li> <li>4. Principal/Head Start Director</li> </ol>	Aug 2012 Aug 2013

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1304.52(d)(1)  Related: 1304.52(d)		(1) Education and child development services must be supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants must meet the qualifications for classroom teacher, as specified in section 48A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.	1. Assure that the education manager meets WOCCISD's requirements for this position. 2. 3.24 Job Description Manual	1. WOCCISD Board of Trustees 2. WOCCISD Personnel Director 3. Head Start Director/Principal 4. Policy Council	Aug.2012 May 2013
1304.52(d)(2)  Related: 1304.52(d)		(2) Health services must be supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. In addition, when a health procedure must be performed only by a licensed/certified health professional, the agency must assure that the requirement is followed.	1. Establish minimum standards for the Health Services manager that will be equal to those required of a WOCCISD school nurse. 2. See Job Description Manuel • 3.22a • 3.23	1. WOCCISD Board of Trustees 2. WOCCISD Personnel Director 3. Head Start Director/Principal 4. Policy Council	Aug 2012 Aug 2013
1304.52(d)(3)		(3) Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists.	1. Ensure that all nutrition services are provided by the WOCCISD food service department. 2. See Job Description Manual 4.20 3. Contract with a Registered Dietitian	1. WOCCISD Personnel Department 2. Principal/Head Start Director 3. Food Service Director 4. Registered Dietitian	Aug.2012 May 2013

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1304.52(d)(4)		(4) Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.	<ol style="list-style-type: none"> <li>1. Establish minimum requirements for mental health manager to require a degree in counseling and development and experience in working with young children.</li> <li>2. See Job Description Manuel 3.25</li> <li>3. Contract with a licensed mental health professional who has experience working with young children.</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Department</li> <li>3. Head Start Director/Principal</li> <li>4. Policy Council</li> </ol> <ol style="list-style-type: none"> <li>1. Mental Health Manager</li> </ol>	Aug.2012 Aug 2013
1304.52(d)(5)  Related: 1304.52(d)		(5) Family and community partnership services must be supported by staff or consultants with training and expanse in field(s) related to social, human, or family services.	<ol style="list-style-type: none"> <li>1. Be certain that the family services manager has an educational background in social services or education and has experience working with young children.</li> <li>2. See Job Description Manuel 3.29</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Director</li> <li>3. Head Start Director/Principal</li> <li>4. Policy Council</li> </ol>	Aug 2012 Aug 2013
1304.52(d)(6)		(6) Parent involvement services must be supported by staff or consultants with training, experience and skills in assisting the parents of young children in advocating and decision-making for their families.	<ol style="list-style-type: none"> <li>1. Be certain that minimum requirements for family services workers are meet. Assure that they have training, experience and skills in parent advocacy.</li> <li>2. See Job Description Manuel 3.39</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Director</li> <li>3. Head Start Director/Principal</li> <li>4. Policy Council</li> </ol>	Aug 2012 Aug 2013
1304.52(d)(7)		(7) Disability services must be supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.	<ol style="list-style-type: none"> <li>1. Be certain the disabilities manager has experience in coordinating services from various community and state agencies providing services for disabled children.</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Director</li> <li>3. Head Start Director/Principal</li> <li>4. Policy Council</li> </ol>	Aug 2012 Aug 2013

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1304.52(d)(8)		(8) Grantee and delegate agencies must secure the regularly scheduled or ongoing services of a qualified fiscal officer.	<ol style="list-style-type: none"> <li>1. Utilize the WOCCIDS Business Department to manage all financial activities of this program.</li> <li>2. See Job Description Manual 1.20.</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. WOCCISD Personnel Director</li> <li>3. Head Start Director/Principal</li> <li>4. Business Manager</li> </ol>	Aug.2012 Aug.2013
1304.52(g)(1)	<b>(g) Classroom staffing and home visitors</b>	(1) Grantee and delegate agencies must meet the requirements of 45 CFR 1306.20 regarding classroom staffing.	<ol style="list-style-type: none"> <li>1. Classrooms consist of a staffing pattern, which requires two paid staff members in each classroom.</li> <li>2. The Foster Grandparent program provides “grandparent volunteers” in some classrooms.</li> <li>3. Provide support through qualified additional staff for special needs children.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> <li>2. Education Manager</li> <li>3. WOCCISD Special Services Director</li> </ol>	Aug 2012 Aug 2013
1304.52(g)(2)  Related: 1304.21(a)(I)(E)		(2) When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language.	<ol style="list-style-type: none"> <li>1. A bilingual assistant is employed.</li> <li>2. Assign Spanish speaking students to class that has Spanish speaking assistant.</li> <li>3. English as Second Language (ESL) is offered to all children who qualify.</li> </ol>	<ol style="list-style-type: none"> <li>1. Principal/Head Start Director</li> <li>2. WOCCISD Human Resources</li> <li>3. ESL Teacher</li> </ol>	Aug 2012 May 2013
1304.52(g)(3)		(3) For center-based programs the class size requirements specified in 45 CFR 1306.32 must be maintained through the provision of substitute when regular classroom staff are absent.	<ol style="list-style-type: none"> <li>1. Use substitutes for teaching and assistant positions taken from the WOCCISD substitute list.</li> <li>2. Encourage parents to apply for positions on the WOCCISD substitute list.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> <li>2. Family Services Manager</li> </ol>	Aug 2012 May 2013
1304.52(g)(5)  Related: 1304.52(h)(1)(iii) 1304.53(a)(9)		(5) Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.	<ol style="list-style-type: none"> <li>1. Schedule classes in gym and outdoor play areas to avoid over crowding.</li> <li>2. Teachers and assistants will monitor children at all times.</li> <li>3. Staff adheres to Playground Guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> <li>2. Education Manager</li> </ol>	Aug 2012 May 2013

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1304.52(h)(1)  Related:  1301.31 1304.50(d)(1)(x) 1304.24(a)(1)(iii) 1304.21(a)(1)(ii) 1304.22(b)(3) 1304.22(a)(5) 1304.51(g) 1304.52(g)(5) 1304.53(a)(9) 1304.21(a)(3) 1304.21(b)(2) 1304.21(c)(iv)	<b>(h) Standards of conduct</b>	<p>(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:</p> <p>(i) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;</p> <p>(ii) They will follow program confidentiality policies concerning information about children, families and other staff members;</p> <p>(iii) No child will be left alone or unsupervised while under their care; and</p> <p>(iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.</p>	<p>1. Monitor all staff to assure that children and families are treated with respect.</p> <p>2. Provide Assertive Discipline and Cultural Awareness Training to Staff</p> <p>3. Train staff in confidentially matters as described in WOCCISD policies.</p> <p>4. Children will not be left alone at anytime.</p> <p>5. Ensure that all staff abides by the Behavior Management plan.</p> <p>6. Train staff to teach in a positive, caring atmosphere.</p> <p>7. Food will not be used as a punishment or reward.</p>	<p>1. Head Start Director/Principal</p> <p>1. WOCCISD Policy 2. Head Start Director/Principal</p> <p>1. Head Start Director/Principal 2. Teachers / Teacher Assistants</p> <p>1. Head Start Director/Principal.</p>	<p>Aug 2012 May 2013</p> <p>Aug 2012 May 2013</p> <p>Aug 2012 May 2013</p> <p>Aug 2012 May 2013</p>
1304.52(h)(2) & (3)		(2) Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.	<p>1. Assure that employees who are in the position to offer or accept contracts follow WOCCISD's personnel policy regarding this matter.</p> <p>2. See WOCCISD Board Policy</p> <ul style="list-style-type: none"> <li>• BBFA (Legal)</li> </ul>	<p>1. WOCCISD Board of Trustees</p> <p>2. Business Manager</p> <p>3. Head Start Director/Principal</p>	<p>Aug 2012 Aug 2013</p>

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STANDARD	GOAL	OBJECTIVES	SPECIFIC TASKS/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
		(3) Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.	<ol style="list-style-type: none"> <li>1. Follow WOCCISD Personnel policies for violations of standards of conduct.</li> <li>2. See WOCCISD Board Policy <ul style="list-style-type: none"> <li>• DH (L)</li> <li>• DH (H)</li> <li>• DH (E)</li> </ul> </li> <li>3. Post Policy with Penalties for violations</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board of Trustees</li> <li>2. Head Start Director/Principal</li> <li>3. Human Resources Director</li> </ol>	<p>Aug 2012 Aug 2013</p>
1304.52(l)  Related: 1301.31 1304.52(k)	<b>(i) Staff performance appraisals</b>	Grantee and delegate agencies must, at a minimum, perform annual performance reviews of each Early Head Start and Head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his/ her skills and professional competencies.	<ol style="list-style-type: none"> <li>1. Evaluate each teacher using the PDAS system adopted by WOCCISD.</li> <li>2. Evaluate other employees once a year as determined by WOCCISD policy.</li> <li>3. Staff training will be provided based upon evaluation results of each staff member.</li> </ol>	<ol style="list-style-type: none"> <li>1. Head Start Director/Principal</li> </ol> (Input from teachers on the teacher assistant in their classroom will be considered.)	<p>Aug. 2012 May 2013</p>
1304.52(j)(1)	<b>(j) Staff and Volunteer health</b>	(1) Grantee and delegate agencies must assure that each staff member has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.	<ol style="list-style-type: none"> <li>1. Not required by WOCCISD, Orange County Health Dept. or the Texas Department of Health.</li> <li>2. See WOCCISD Board Policy Manuel <ul style="list-style-type: none"> <li>• DBB (Local)</li> <li>• DBB (Legal)</li> </ul> </li> <li>3. See Orange County Health Department memo <ul style="list-style-type: none"> <li>• Appendix 2</li> </ul> </li> <li>4. Head Start staff will receive an initial health examination and a TB test. TB questionnaire is completed annually and TB testing is done every two years.</li> </ol>	<ol style="list-style-type: none"> <li>1. WOCCISD Board Of Trustees</li> <li>2. Local Health Director</li> <li>3. Head Start Nurse will be available as a TB test "reader" as needed.</li> <li>4. Business Manager will assist in insuring this requirement is met.</li> </ol>	<p>Aug 2012 Aug 2013</p>

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1304.52(j)(2)  Related: 1304.3(20)		(2) Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health Services Advisory Committee must be consulted regarding the need for such screenings.	1. Assure that WOCCISD and Head Start policies concerning volunteers are followed.	1. WOCCISD Partners in Education Coordinator 2. Family Services Manager 3. WOCCISD Board of Trustees	Aug 2012 Aug 2013
1304.52(j)(3)		(3) Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.	1. Mental Health Professional is available to all staff as needed. 2. District Health Fair 3. District Wellness Committee and Monthly newsletter	1. Head Start Director/Principal 2. WOCCISD Health Services Manager	Aug 2012 May 2013
1304.52(k)(1)  Related: 1304.52(k)(1)-(3)		(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of early Head Start and/or Head Start and the ways in which they are implemented by the program.	1. District handbook and campus handbooks are provided to all employees. 2. New teacher training 3. Provide opportunity to attend pre-service and other Head Start training conferences.	1. WOCCISD Human Resources Director 2. Head Start Director/Principal 3. Head Start management team as needed.	Aug 2012 Aug 2013
1304.52(k)(2)		(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23	1. Monthly staff development. 2. Opportunities to attend training from: <ul style="list-style-type: none"> <li>• Region V</li> <li>• Seminars</li> <li>• Workshops</li> <li>• Head Start conferences</li> </ul>	1. Head Start Director/Principal 2. Education Coordinator	Aug 2012 Aug 2013

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STANDARD	GOAL	OBJECTIVES	SPECIFIC TASKS/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
1304.52(k)(3)		<p>(3) At a minimum this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Performance Standards. This program must also include:</p> <p>(i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and</p> <p>(ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.</p>	<p>1. Provide annual training in identifying and reporting child abuse to all staff.</p> <p>2. See WOCCISD Board Policy - FFG (Legal)</p> <p>3. Report child abuse on-line for non-emergencies</p>	<p>1. Family Services Manager</p> <p>2. Mental Health Manager</p> <p>3. Follow district and state laws regarding reporting.</p>	<p>Aug 2012 May 2013</p>
1304.52(k)(4)		<p>(4) Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.</p>	<p>1. Conduct training of WOCCISD Board of Trustee's in their responsibilities, the organizational structure, and operating policies.</p> <p>2. Conduct training of Policy Council Members in their responsibilities and duties.</p>	<p>1. Director/ Principal</p> <p>2. Family Services Manager</p>	<p>Aug 2012 Aug 2013</p>
Related: 1304.50					