
	DHS Head Start Program Policy		
PDM 6			
SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	9/13/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
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Policy:

The Head Start Program will ensure all staff, including substitutes, consultants, and contractors have sufficient knowledge, training, and experience, and receive ongoing training and professional development to fulfill their roles and responsibilities, and meet the following criteria:

A. City of San Antonio DHS Head Start Administrator

- i. At a minimum, a baccalaureate degree;
- ii. Experience in supervision of staff, fiscal management, and administration.

B. City of San Antonio DHS Fiscal Administrator

- i. Certified Public Accountant; or

C. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field; Child and Family Services Management Staff

i. Family, Health, and Disabilities Manager

- a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

ii. Education Manager

- a. A baccalaureate or advanced degree in early childhood education; or
- b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

D. Child and Family Services Staff

i. Early Head Start Teacher

- a. Child Development Associate (CDA) credential for Infant and Toddler; or

- b. Comparable credential and have been trained with a focus on infant and toddler development or;
- c. Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA.

ii. Head Start Prek Teacher

- a. A baccalaureate or advanced degree in child development, or early childhood education; or
- b. A baccalaureate or advanced degree in any field with coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education;
 - i. The Head Start Program recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas; or
- c. An associate's or baccalaureate degree in any field with coursework in early childhood education and actively enrolled in a teacher certification program that leads to a license or certification that qualifies the individual to teach pre-school aged children within the State of Texas.

iii. Head Start Prek Teacher Assistant

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree in any area or be actively enrolled in a program that will lead to a degree.

iv. Family Support Workers

- a. Associate's, baccalaureate degree, equivalent coursework, or related experience; and within eighteen months of hire a family service credential.

E. Health Professionals

- a. Health procedures must only be performed by a licensed or certified health professional.
- b. All mental health consultants must be a licensed or certified mental health professionals. Programs must use mental health consultants with knowledge of and experience in serving young children and their families.
- c. Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

F. Instructional Coaches

- a. Minimum of a baccalaureate degree in early childhood education or a related field.

Performance Standard(s): 1302.91(a-d); 1302.92(c-d)

Head Start Act: 645A(h); Sec 648 A (a)(1-3)