

	<b>DHS Early Head Start Program Policy</b>		
<b>PDM 6</b>			
<b>SUBJECT</b>	Staff Qualifications and Competency Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

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

**A. City of San Antonio Department of Human Services (DHS) Head Start Administrator**

- i. At a minimum, a baccalaureate degree if hired after November 7, 2016;
- ii. Experience in supervision of staff, fiscal management, and administration.

**B. City of San Antonio DHS Fiscal Administrator**

- i. Certified Public Accountant; or at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field;

**C. Child and Family Services Management Staff**

**i. Family, Health, and Disabilities Manager**

- I. 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 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 within one year of hire as a teacher of infants and toddler.

### **ii. Head Start Pre-K Teachers**

- a. A baccalaureate or advanced degree in child development, early childhood education or equivalent coursework;
- b. A baccalaureate or advanced degree and 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 Assistants**

- 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.

\*Infants are defined as children between the ages of birth – 17 months and Toddlers are defined as children between the ages of 18 -36 months

### **iv. Family Support Workers**

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

## **E. Health Professionals**

- a. Health procedures must only be performed by a licensed or certified health professional.
- b. All mental health consultants must be licensed or certified mental health professionals. Program 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 dieticians or

nutritionists with appropriate qualifications.

**F. Instructional Coaches**

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

**G. Early Head Start Peer Coach**

- a. Minimum of a Child Development Associate (CDA) credential for Infant and Toddler; or comparable credential and have been trained with a focus on infant and toddler development or equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA within one year of hire as a teacher of infants and toddler.

**Performance Standard(s):**

1302.91(a-d); 1302.92(c-d)

**Head Start Act:**

HS Act 645A(h); Sec 648 A (a)(1-3)