
	<b>DHS 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>	9/13/2011		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 5/24/22</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 8/4/22</b>
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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. ~~Early Head Start or~~ City of San Antonio DHS Head Start ~~Administrator~~director

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

### B. City of San Antonio DHS Fiscal ~~Officer~~Administrator

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

### C. Child and Family Services Management Staff

- i. **Family, Health, and Disabilities Management**ment
  - a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
- ii. **Education Management**ment
  - 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 equivalent coursework;~~ or
- b. A baccalaureate or advanced degree in any field with ~~and~~ coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education; ~~or.~~
  - 1. The Head Start Program recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas; ~~or as equivalent coursework.~~
- c. An associate's or baccalaureate degree in any field area 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, ~~within two years of hire.~~

**iv. Family Support Workers**

Associate's, or Bachelor's baccalaureate Ddegree, equivalent coursework, or related experience; and from an accredited college or university; or  
a. ~~Must have w~~Within eighteen months of hire, at a minimum, a family service credential, or certification in social work, human services, family services, counseling or a related field.

~~a.~~

**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)