
	DHS Early Head Start Program Policy			
PDM 6				
SUBJECT	Staff Qualifications and Competency Requirements			
REFERENCE	Program Design and Management			
EFFECTIVE	8/1/2016			
Policy Council Approval: 7/26/16	Policy Council Revision: 5/24/22	Governing Body Approval: 9/19/16	Governing Body Revision: 8/4/22	
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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. ~~Early Head Start or Head Start Director~~ 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;
- ~~i.~~
- ~~ii.~~ Experience in supervision of staff, fiscal management, and administration.

B. ~~Fiscal Officer~~ City of San Antonio DHS Fiscal 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~~
 - i. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
- i. Education Management**
 - ~~ment~~
 - a. A baccalaureate or advanced degree in early childhood education; or
 - ~~a.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.

i. 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 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.~~

i. _____

ii. _____

iii. ~~Pre-K~~ 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.~~

*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

ii. Family Support Workers

- a. Associates or baccalaureate degree, equivalent coursework, or related experience; and ~~Must have~~ 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.~~

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 dietitians 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.

~~a.~~

Performance Standard(s):

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

Head Start Act:

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

Commented [C1]: Can you both please look at this? Head Start has it listed as Instructional Coach. I can add Instructional to the title and put PreK Instructional Coach as I am thinking this is only relevant qualification for Head Start Coaches. @Christina Fitzgerald (DHS) @Rhonda Roach (DHS)

Commented [C(2R1)]: @Rhonda Roach (DHS) @Christina Fitzgerald (DHS)

Commented [R(3R1)]: we have a meeting tomorrow to talk about this policy

Commented [R(4R1)]: @Cassandra Farias (DHS) @Christina Fitzgerald (DHS)

Commented [R(5R1)]: Mica - Audrey - Priscilla - seems like someone else - maybe Christina

Commented [C(6R1)]: @Rhonda Roach (DHS) Updated information for EHS Peer Coach. It's the same qualifications as an EHS teacher as we haven't required anything different.

Commented [R(7R1)]: Doesn't Crystal have a baccalaureate degree? Isn't that required by the way they wrote the job description? Maybe we just leave as Instructional Coaches to cover that position and the added G. will cover the CCPs. Thoughts?

Commented [R(8R1)]: @Cassandra Farias (DHS) @Christina Fitzgerald (DHS)

Commented [C(9R1)]: @Rhonda Roach (DHS) Crystal does have a bachelor's degree but the YWCA also changed their title to Instructional Coach so I think the distinction for PreK is good. I've advised both Stafford and YWCA for our program, we will refer to their title as Peer Coaches.

Commented [R(10R1)]: Stafford's is designed and aligned with their HR and their EHS contract is written with an EHS Instructional Coach whereas the CCP contracts are written with Peer Coach language- Still recommend Prek be removed

Commented [R(11R1)]: @Christina Fitzgerald (DHS) @Cassandra Farias (DHS)

Commented [C(12R1)]: @Rhonda Roach (DHS) Pre K removed. just need to be clear with coaches as they introduce themselves as instructional coaches at the YWCA.

Commented [R(13R1)]: Let's add it to the Directors' agenda

Commented [R(14R1)]: @Christina Fitzgerald (DHS)