



**Department of Human Services
Head Start Pre-K Program**

Training and Technical Assistance Plan 2024-2025

The City of San Antonio, Department of Human Services, Head Start Pre-K Program (The Head Start Pre-K Program) contracts with four service providers: San Antonio Independent School District (SAISD), Edgewood Independent School District (EISD), San Antonio Metropolitan Health District (Metro Health), and the University of the Incarnate Word (UIW). Collectively, the program employs over 600 professionals to provide high-quality program services to 3,020 children and their families. The DHS Head Start Pre-K Program and each service provider develop annual training plans to ensure staff and families have access to ongoing training opportunities.

The 2024-2025 Training and Technical Assistance Plan (T&TA) reflects activities and trainings planned for the 2024-2025 school year. Through this grant application, the DHS Head Start Pre-K Program is applying for \$272,731.00 training and technical assistance funds, for the awarded project period of February 1, 2024 – January 31, 2025.

Section 1: Planning for Training

In partnership with SAISD and EISD, the DHS Head Start Pre-K Program engages in an annual process to identify, prioritize, and develop a training plan based on the needs of staff, parents, and children.

Data from the following sources is collected and analyzed to identify program-wide training needs: Classroom Assessment Scoring System (CLASS), child outcomes, family assessment information, monitoring and compliance reports, self-assessment report, staff and parent surveys, training evaluation forms and focus groups. Our DHS Head Start Pre-K Program



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training plan meets or exceed the requirements of the Head Start Performance Standards, Head Start Act, State of Texas Pre-Kindergarten Guidelines, and other regulations.

Section 2: Professional Development & Training

The DHS Head Start Pre-K Program implements a comprehensive professional development plan that includes national and local conferences and workshops, orientation training, pre-service training, onsite training during the school year, support for teachers and staff to further their education, and online trainings and webinars. The professional development plan centers on five areas of focus within each training type: Quality Teaching and Learning, Family & Community Engagement, Health & Safety, Program Leadership, and Wellness Support.

The DHS Head Start Pre-K Program ensures that new Head Start program staff receive orientation at the start of their employment. The orientation includes the goals and philosophy of Head Start, the mission and vision of the DHS Head Start Pre-K Program, the Approach to School Readiness, position specific responsibilities, and service area implementation plans.

- In addition to new staff orientation, each program year, the DHS Head Start Pre-K Program collaborates with our two partner school districts to organize annual pre-service training mandatory for all Head Start program staff. Topics covered during the beginning of the year per-service include the following: Head Start Expectations
- Health & Safety
- Health & Safety, Nutrition, Child Development & Best Practices in the Early Childhood Classroom
- Cavity Free Kids, Screenings & Assessment
- Parent Engagement & ReadyRosie
- Child Abuse & Neglect Identification and Reporting
- School Readiness
- Special Education Services
- Curriculum & Instruction
- Lesson planning and individualization



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- Staff Health & Wellness

Head Start staff and parents have opportunities throughout the program year to attend training events and conferences, including local, regional, and national conferences and workshops. The opportunity to attend additional conferences, workshops, and trainings arises throughout the program year based on identified program and/or individual needs. Table 1 and Table 2 include the local, regional, and national conferences and workshops the DHS Head Start Pre-K Program plan to attend and the estimated costs associated with travel, including transportation, lodging, and per diem. The costs are based on historical information. Registration fees for local, regional, and national conferences are not included in travel costs.

The DHS Head Start Pre-K Program provides various training opportunities throughout the program year using a variety of training methods and consultants, including online modules, webinars, scheduled trainings, on-site training, conferences, and events. Training delivery methods are designed to be flexible, and topics vary in order to meet requirements and maximize participation. Topics and number of participants may vary based on identified program and/or individual needs and all topics fall within the five areas of focus.

Both San Antonio ISD and Edgewood ISD are provided T&TA Funds to help meet the training and technical assistance needs of staff, including meeting health and safety training requirements, expenses related to training on instructional coaching, and expenses related to national and local conference fees.

Our student outcome data continues to indicate that language and literacy development are areas in need of additional support. The DHS Head Start Pre-K Program will offer the LETRS for Early Childhood Educators, professional learning that provides deep knowledge of literacy instruction through a contract with Voyager Sopris that includes online courses, self-guided learning, and in-person professional development. The program continues to partner with



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Education Service Center Region XX to provide professional development opportunities related to language and literacy and individualized instruction.

In addition to language and literacy, the DHS Head Start Pre-K Program focuses on building knowledge of STEAM concepts. In partnership with the DoSeum, the DHS Head Start Pre-K Program supports staff in participating in the Museo Institute. The Museo Institute is a year-long professional development program that invites formal educators to explore informal learning and teaching approaches, discover opportunities for collaboration, and create lessons and activities that merge the best practices of informal and formal education to the benefit of students. The cost of the Museo Institute is \$250/per participant. The program continues to partner with Education Service Center Region XX to provide professional development opportunities related to STEAM.

Student and staff wellness continue to be an area of focus for our program. All staff will complete training related to Adverse Childhood Experiences (ACEs) and Trauma Informed Care. The DHS Head Start Pre-K Program will continue to contract with Dr. Travis Wright, Associate Professor at the University of Wisconsin at Madison and nationally recognized expert on resilience and emotionally responsive teaching, especially for children developing in the midst of adversity, to provide training and professional development related to trauma informed teaching. Costs include up to \$3,500 for full day trainings and up to \$1,500 for half-day virtual sessions. In addition to partnering with Dr. Travis Wright, the DHS Head Start Pre-K Program will partner with the Ecumenical Center to provide education staff the opportunity to earn the Early Childhood Education Trauma Informed Advocate Certificate.

Outdoor play and appropriate play spaces is an area of focus for the program. The DHS Head Start Pre-K Program will partner with Education Service Center Region XX and other local organization to provide professional development opportunities with a focus on outdoor learning.



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The DHS Head Start Pre-K Program continues the Summer Institute Program for teachers. Initiated in 2012, the continuing education program provides funding for up to ten Head Start teachers to complete 18 hours of graduate level coursework in early childhood education over a two-year period at Texas A&M San Antonio. Since 2012, over 50 teachers have participated in the program and more than 40 have completed 18 hours of graduate level coursework in early childhood education. Additionally, more than 30 have earned a master's degree or in the process of earning a master's degree. The seventh cohort will begin in 2024.

The DHS Head Start Pre-K Program provides Family Service Credential (FCS) training for all family support workers within eighteen months of hire. The Family Service Credential is a comprehensive, competency and credit-based training designed to support direct service family support staff in their work with children and families. In addition, staff work with nationally recognized speakers and trainers to provide professional development for Family & Community Support Staff related to compassion fatigue and reflective supervision. The DHS Head Start Pre-K Program will partner with Superior Health Plan to provide compassion fatigue support and contract with First Three Years to provide Reflective Supervision. Reflective supervision is a supervisor – supervisee relationship that pays attention to the influence of relationships on other relationships, the parallel process, and empowers the supervisee to discover solutions/concepts through consciously using strategies that include active listening and waiting. The goal of reflective supervision is to support staff who then support families- and create a more effective working relationship.

To ensure the data and information collected from program staff and participants is accurate and to ensure staff are up to date on our data management system, the DHS Head Start



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Pre-K Program contracts with ChildPlus to provide three days of onsite training and technical assistance for staff.

Additionally, the DHS Head Start Pre-K Program provides ongoing support for Head Start staff, community members, and parents to further their education and obtain and renew their Child Development Associate Credential. Beginning in August 2019, the DHS Head Start Pre-K Program partnered with the Texas Association for the Education of Young Children to provide scholarships and support to instructional assistants to obtain an Early Childhood Certification, associates, or bachelor's degree. Twenty-four Instructional Assistants have participated in the program. Four Early Childhood Level 1 Education Certificates, two Early Childhood Level 2 Certificates, four associate degrees, and one bachelor's degree have been all been awarded. Ten individuals are currently working towards earning an associate's degree.

Section 3: Parent Leadership Programs and Training

In an effort to support and empower Head Start parents to serve as not only leaders in their families but also in the community, the DHS Head Start Pre-K Program has implemented several parent programs and initiatives available throughout the program year.

The DHS Head Start Pre-K Program utilizes ReadyRosie as its research-based parenting curriculum. ReadyRosie builds on parents' knowledge and provides tools that are focused on equipping and engaging families and caregivers of children 0-6 years old. The curriculum includes a one-year subscription for the digital tool provided to all the DHS Head Start Pre-K Program parents and staff through text, email, or smart phone app. Subscribers receive "Modeled Moments" of real families, rather than actors, engaging in learning activities within the context of their own homes, grocery stores, restaurants, and cars. In addition to the digital tool, the DHS Head Start Pre-K Program implements the ReadyRosie Family Workshops. Initiated during the



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2017-2018 school year, the six session workshop series for parents and caregivers addresses positive discipline strategies, healthy routines, language development, developmental milestones, fostering play and social emotional development. Twice a year, the program recognizes top users.

In an effort to prevent and reduce child abuse and neglect, the DHS Head Start Pre-K Program implements Triple P, a parent training curriculum. A collaboration between the DHS Head Start Pre-K Program, Metro Health and community partners allows for the provision of multiple levels of the Triple P program to Head Start families. Triple P is an evidence-based parenting curriculum that has been shown to reduce child maltreatment among families with a history of maltreatment or with risk factors for maltreatment. Triple P is designed for individual and group implementation and can be offered in a virtual setting with flexibility regarding the levels of support based upon individual family needs and interests.

Finally, the DHS Head Start Pre-K Program has taken initial steps to create pathways to educational attainment and employment for current Head Start Parents, including earning a High School/GED, Child Development Credential, Education Certificate, Associates Degree, Bachelor's Degree, and Master's Degree. DHS Head Start continues to partner with Education Service Center Region XX to offer Treasuring Our Paraprofessionals Course, a requirement for hire as an instructional assistant. Over 40 parents have completed the course and several have been employed by local school districts or are in the process of applying for employment as an instructional assistant.

Section 4: Policy Council and Governing Body Training

In accordance with the Head Start Performance Standards and the Head Start Act, all Policy Council and Governing Body members receive Head Start orientation and ongoing training throughout the program year. Training topics include Facilitating Effective Meetings, Council &



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Committee Structure, Parliamentary Procedures, Roles & Responsibilities, Refunding Application, Community Assessment, Strategic Planning, Self-Assessment, Governance Requirements, Budget Planning & Development, and Content Area Training. Additional training may be provided based on an identified need.

Section 5: Training and Certification

In an effort to provide quality services and professional development, the DHS Head Start Pre-K Program staff attend various trainings and certification courses.

To ensure the DHS Head Start Pre-K Program has qualified CLASS Observers and Trainers, the program contracts with Teachstone to provide observer training, recertification, and professional development for certified observers.

Motor vehicle injuries are a leading cause of death among children in the United States, but many of these deaths can be prevented by ensuring that children are correctly buckled-in to age and size appropriate car seats. The DHS Head Start Pre-K Program is committed to helping reduce serious and fatal injuries of young children. The program has a team of certified passenger safety technicians that provide trainings, workshops, and individual sessions to parents/guardians. Staff are required to attend training and recertify every two years.

In effort to reduce incomplete applications for enrollment, reduce delays in the completion of background checks, and ensure Policy Council members are sworn-in in a timely manner, the DHS Head Start Pre-K Program has a team of Notaries Public. These staff members attend application events for families, conduct new staff orientation, assist with Policy Council.

To ensure compliance with the Head Start Program Performance Standards and the safety of children, families, and staff and the DHS Head Start Pre-K Program provides CPR/First Aid



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Training. Four staff members are certified in CPR/First Aid and are required to attend training and recertify every two years.

Section 6: Effectiveness of Training and Technical Assistance

Throughout the course of the program year, staff regularly evaluate the effectiveness of training and technical assistance provided and determines if additional follow-up or re-training is needed. Various evaluation tools, such as surveys, training evaluation forms and focus groups, review of the professional development plans, annual performance reviews, and results of ongoing monitoring are used to determine effectiveness of training and technical assistance. The DHS Head Start Pre-K Program 5-Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

As a part of our Recipient Training and Technical Assistance Plan (RTTAP), the DHS Head Start Pre-K Program continues to focus on the increasing the quality of professional learning experiences provided by program staff across various content areas and subjects. The goal is to increase the knowledge, skills, and abilities of staff in instructional design and adult learning theory, presentation materials, training evaluations, and facilitating engaging, inspiring, and interactive learning experiences.

Section 7: Supplies & Materials

Supplies and materials are required for various trainings. The DHS Head Start Pre-K Program provides consumable supplies, textbooks, data entry guides and workbooks for Pre-Service Training, Staff Orientation, Family Credentialing Training, CPR/First Aid, Summer Institute, and CDA Credential classes.



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The DHS Head Start Pre-K Program is seeking a total of \$272,731.00 T&TA budget for the continuation of services from February 1, 2024–January 31, 2025.

Table 1: National/State Conferences & Workshop

The table below includes national/state conferences and workshops DHS Head Start plans to attend during the program year. The following is an estimate of travel costs associated with attendance at national/state conferences and workshops.

Date	Conference	Location	Attendees	Lodging	Per Diem	Flight	Taxi/Uber/Mileage	TOTAL
April 2024	NHSA Annual Conference	Portland, OR	Program Staff (2)	\$546/person	\$296/person	\$328/person	\$40.00	\$2,380.00
Sep. 2024	NHSA Fall Leadership	Crystal City, VA	Program Staff (1)	\$807.00	\$316.00	\$553.00	\$26.00	\$1,702.00
June 2024	National Research Conference on Early Childhood	Arlington, VA	Program Staff (1)	\$774.00	\$276.00	\$303.00	\$26.00	\$1,379.00
Dec. 2024	NHSA Parent & Family Eng. Conference	San Diego, CA	Program Staff (1) Policy Council Members (1)	\$582/person	\$296/person	\$246/person	\$30.00	\$2,278.00



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Pending	Region VI Meeting	Dallas, TX	Program Staff (2)	\$492/ person	\$207/ person	\$194/ person	\$30.50	\$1,816.50
TOTAL								\$9,555.50

Table 2: Local Conferences & Workshops

The table below includes local conferences and workshops the DHS Pre-K Head Start plans to attend during the program year.

Date	Conference/Workshop	Attendees
Feb. 2024	State of the District	Program Leadership (2)
Feb. 2024	San Antonio STEM Conference	Education/Dis. (15)
Mar. 2024	First Three Years	FCS/Mental Health (7)
Mar. 2024	Alamo F.E.B. - Emergency Preparedness Conference	Education/Dis. (7)
Mar. 2024	Diversity Conference	Education/Dis. (25)
Apr. 2024	San Antonio Report Education Forum	Program Leadership (2)



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May. 2024	IDRA Parent Institute	Program Leadership (10)
Apr. 2024	TXAEYC Spring Conference - San Antonio	Education/Dis. (3)
June. 2024	ClarityCon	FCS/Mental Health (2)
June. 2024	NAMIcon - Virtual Mental Health Conference	FCS/Mental Health (10)
Sep. 2024	TXAEYC Annual State Conference	Education/Dis. (16)
Oct. 2024	Health Collaborative TX Health Literacy Conference	Health/Nut. (2)
Oct. 2024	TXAEYC Fall Workshop - San Antonio	Education/Dis. (16)
Oct. 2024	Healthier Texas Summit	Health/Nut. (1)