

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Organizational Structure

POLICY:

To structure the program to support the three major service areas.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.30, 1302.40, 1302.50, 1302.60, 1302.70, 1302.92, 1302.94, 1302.100*

PROCEDURE:

1. The Head Start program will establish and maintain an organizational structure that supports the accomplishments of program objectives.
 - i. The organizational structure will include the major functions and responsibilities, each staff position, and the reporting structure.
 - ii. The organizational structure will be reviewed annually during the budget process. This process will ensure that the program maintains a current organizational chart.
2. The Head Start Director will ensure that the program management functions are formally assigned and adopted by staff.
 - i. The Head Start Program Director will oversee all program management functions. Additional agency management staff will assist the Head Start Director in ensuring that program management functions are accomplished.
 - **CAA Fiscal Office** – oversees financial and budget function
 - **CAA Administrative Assistance & CAA Human Resources Manager** – oversees personnel administration
 - ii. Management of Early Childhood Development and Health Services is as follows:
 - **Health Services Manager** – oversees Health Services (child medical and dental)

- **Education Services Manager**– oversees education services, transition services, and training for classroom staff
- **Nutrition Services Manager** – oversees nutrition services and USDA CACFP operations
- **Mental Health Services Manager** – oversees mental health services in collaboration with the Mental Health Professional
- **Disabilities Services Coordinator** – oversees services for children with Disabilities
- **Quality Control Manager** – oversees career development for staff and parents

iii. Management of family and community partnerships is managed as follows:

Family Services Manager – oversees parent involvement and services

Approved by the Policy Council: February 2019