

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 1304.52](#)*

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:
 - . **Education Services Manager** – oversees Education Services, Transition services, and child assessment and progress.

- . **Health Services Manager** – oversees Health Services (child medical and dental)
 - . **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 Manager** – oversees services for children with Disabilities
 - . **Quality Control Manager** – oversees child attendance, training and career development opportunities, and assists with ERSEA procedures.
- iii. Management of Families and Community Partnerships is managed as follows:
- . **Family Services Manager** – oversees Family Services and Parent Involvement functions.

Approved by the Policy Council October, 2015