

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

SUBJECT:

Qualifications of Content Area Specialists

POLICY:

Content area specialists/managers meet specific qualifications.

- *This policy relates to [Head Start Performance Standards Part 1304.52](#)*

PROCEDURE:

1. The program hires staff or consultants who meet the qualifications listed below to provide content area expertise and oversight on ongoing or regularly scheduled basis. The program determines the appropriate pattern necessary to provide these functions.
 - i. Education and Child Development Services are supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultant meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.
 - ii. Health Services are supported by staff or consultants with training and experiences in public health, nursing, health education, maternal and child health, or health administration. In addition, when a health procedure must be preformed only by a licensed/certified health professional, the agency assures that the requirement is followed.
 - iii. Nutrition Services are supported by staff or consultant who is a registered dietitian or nutritionist.
 - iv. Mental Health Services are supported by consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.
 - v. Family and Community Partnership Services are supported by staff or consultants with training and experience in field(s) related to social, human,

or family services.

- vi. Parent Involvement Services are supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.
- vii. Disabilities Services are supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.
- viii. The program secures the services of a qualified Fiscal Officer.
- ix. In addition to the above requirements, staff must meet all requirements specified in the current job description.

Approved by the Policy Council June, 2007