

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

SUBJECT:

## Staff Qualifications

POLICY:

Head Start will comply with section 648 of the Head Start Act and any subsequent amendments regarding the qualifications of classroom teach

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.91*

A. Teachers

1. The program will ensure that each Head Start classroom is assigned a teacher who has at least one of the following:
  - a. An associate, baccalaureate, or advanced degree in early childhood education;
  - b. An associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or
  - c. A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching pre-school age children.
2. The program will achieve and maintain the percentage of teachers with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree in any subject and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children, to 50%.

B. Assistants

1. The program will ensure that all teaching assistants have a child development associate (CDA) credential.

C. Family Advocates

1. The program will ensure all family advocates hired after November 7, 2016, have, within eighteen (18) months of hire, at a minimum:
  - a. a credential or certification in social work, human services, family services, or counseling;or

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- b. an associate degree with coursework equivalent to an emphasis in early childhood or an equivalent combination of early childhood coursework and social work, human services, family services, and/or counseling coursework.

D. Education Services Managers

- 1. The program will ensure that all education managers have:
  - a. A baccalaureate or advanced degree in early childhood education; or
  - b. A baccalaureate or advanced degree in any subject and coursework equivalent to a major relating to early childhood, with experience teaching preschool-age children.

E. Health, Family, & Disability Services Managers

- 1. The program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

F. Head Start Directors

- 1. The program will ensure a Head Start Director hired after November 7, 2016, has, at a minimum a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

G. Additional Qualifications

- a. Prior to employment, all staff must either meet the current degree and credentialing requirements set forth by the Head Start Act or they must be willing to work toward obtaining the stated requirements as described by a waiver that may be obtained from the Region IV Head Start Office.
- b. The program will ensure staff and program consultants are familiar with the ethnic background and heritage of families in the program and are able to effectively communicate, either through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.
  - i. The program will ensure if a majority of children in a class speak the same language, at least one class staff member will speak such language.
- c. The program will ensure that current and former parents are considered for employment vacancies for which such parents apply and are qualified.