

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

SUBJECT:

## **Training and Development**

POLICY:

To provide orientation and structured training for all staff, consultants and volunteers.

- *This policy relates to [Head Start Performance Standards Part 1302.92](#)*

PROCEDURE:

1. The grantee and delegate Head Start programs will provide orientation to all new staff, consultants, and volunteers that include the goals, objectives and philosophy of the program, and the ways in which they are implemented. Methods for providing orientation will include: annual Pre-Service Training, new employee orientation by supervisors, employee handbooks, center/classroom orientation programs for parents, staff and volunteers, and through regional, state and local in-service training.
2. The grantee office staff will provide an additional two-day training to all new classroom teachers and teacher assistants at the beginning of each program year covering, among other topics: the mission of Head Start, early childhood philosophy and best practices, appropriate classroom procedures, available resources, timelines, etc. There will also be an additional one-day training later in the school year for all classroom staff who attended the orientation to address questions they may have and provide additional support.
3. The program develops a structured approach to staff training and development. This will be done through several mechanisms: Staff training workshops and seminars; the grantee Career Development Program wherein staff will receive assistance with tuition costs for accredited college coursework; through contracts and professional service agreements with local and out-of-area consultants; and through the annual training and meeting calendar.
4. Classroom staff will be identified for additional support and training through an intensive mentor/coaching model. A mentor-coach will be assigned and work with teaching staff through on-site visits, group trainings, and individual consultations.

5. The grantee and delegate program will provide on-going opportunities for staff to acquire job knowledge and skills. The approach to staff development will:
  - Build on prior staff development activities
  - Link to the employee's performance appraisals
    - Support individual needs of staff
    - Make use of locally available resources
    - Provide pre-service and in-service training
    - Collaborate with local LEAs and other agencies for training/workshops
    - Provide individual consultation/technical assistance and printed materials.
6. The program will ensure that staff development opportunities include:
  - i. Methods for identifying and reporting child abuse and neglect by the following means:
    - Provide staff with a copy of relevant laws
    - Train staff on the appropriate use of reporting forms
    - Workshops on how to identify and report child abuse and neglect
  - ii. Methods for supporting successful transitions of children and families by the following means:
    - Preparing children and families for transition
    - Assisting parents in advocating for their children in school systems and exercising their rights
    - Supporting parents in identifying and selecting child care
    - Maintaining on-going communication and cooperation between Head Start and the elementary schools or other child care settings
    - Providing summer activities for the parents to use with their children to prepare them for Kindergarten
7. All staff who take part in making child eligibility determinations will receive an ERSEA training within 90 days of hire. An annual ERSEA training will take place during the month of February as well.
8. The grantee and delegate programs will provide orientation and training to the Head Start governing body members on an on-going basis through the provision of written reports, presentations and training sessions.
9. The programs will also provide orientation and ongoing training to Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.
10. Training for both the PC and Governing Board will take place as soon as possible following the seating of new members.

11. The grantee director will provide ERSEA training to PC and Board members within 180 days of the beginning of the term of a new governing Board or PC.
12. After the initial training, additional trainings may follow throughout the year based on the desire or need from the group. During the month that child eligibility criteria is approved, training will be given to both groups as an update on ERSEA procedures as well as information from the Community Assessment that could impact the criteria.

*Approved by the Policy Council: February 2019*