


<b>Performance Standard:</b>	<b>Part 1302 Subpart I Human Resource Management</b>	<p style="text-align: center;"><b>INCA Community Services</b></p> <p style="text-align: center;"><b>Head Start &amp; Early Head Start Policies and Procedures</b></p> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	<b>1302.91 - Staff qualifications and competency requirements, 1302.92c</b>	
<b>Policy Council Approval Date:</b>	9/2018	
<b>Governing Board Approval Date:</b>	8/2018	
<b>Head Start Act:</b>	Act 648A(a)(2)(B)(i), 648A(a)(2)(B)(ii), Act 645A(h), 648A(a)(3)(B)	
<b>Responsible:</b>	Education Manager, Head Start Director, Executive Director	

## Staff Qualifications and Competency Requirements

### Policy

The program ensures all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the INCA's performance standards.

### Staff Qualifications

The program provides ongoing training and professional development to support staff in fulfilling their roles and responsibilities.

### Head Start/Early Head Start Director

INCA ensures a Head Start Director/Early Head Start Director hired after 11/5/2016 has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

### Fiscal Officer (Financial Consultant)

INCA assesses staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secures the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet needs.

- INCA ensures a fiscal officer(Financial Consultant) hired after 11/5/2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

### Education, Health, Disabilities, and Family Services Staff Qualification Requirements

- **Family, Health, Disabilities Services** - INCA ensures staff responsible for management and oversight family services, health services, and services to children with disabilities

hired after 11/5/2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

- **Education Services** - INCA ensures staff and consultants that serve as education managers, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.

### **Early Head Start Center-based Teachers**

- INCA ensures center-based teachers that provide direct services to infants and toddlers in Early Head Start centers have a minimum of a Infant/Toddler Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

### **Head Start Teachers**

Because the Secretary of HHS must ensure no less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate degree in child development, early childhood education, or equivalent coursework, INCA targets hiring to those so qualified.

- INCA ensures all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A a 3 B of the Act:
  - i) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or
  - ii) a baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.

### **Head Start Assistant Teachers**

INCA ensures Head Start assistant teachers, at a minimum, have a Preschool CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

### **Family Services Staff (Area Supervisors/Family Engagement Coordinator and Family and Community Partnerships/ERSEA Manager)**

INCA ensures staff who work directly with families on the family partnership process hired after 11/5/2016 have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

### **Health Professional Qualification Requirements**

INCA ensures health procedures are performed only by a licensed or certified health professional.

- All mental health consultants are licensed or certified mental health professionals.
  - INCA uses mental health consultants with knowledge of and experience in serving

- young children and their families, if available in the community.
- INCA uses staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.

## **Competencies Requirements**

INCA ensures center-based teachers, assistant teachers, and family child care providers demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

## **Coaches**

INCA ensures coaches providing the services described in §1302.92 c have a minimum of a baccalaureate degree in early childhood education or a related field.

## **Definitions/Acronyms**

INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program  
FEC - Family Engagement Coordinator

## **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.