

# *Ozark Opportunities, Inc.*

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BOARD OF DIRECTORS AND POLICY  
COUNCIL TRAINING  
TRAINING 45 CFR 1302.90

# *Ozark Opportunities, Inc.*

## Head Start is Governed by:

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### Legislation

- Head Start Act – “Improving Head Start for School Readiness Act of 2007” as amended

### Regulation

- Head Start Performance Standards  
45 CFR 1301-1305

# 1302.91 Staff Qualifications

## **Staff Hired After November 7, 2016**

- Early Head Start or Head Start director must have a baccalaureate degree & experience in supervision of staff, fiscal management & administration

Mr. Atkinson has an MBA and serves as both CEO and Head Start Director.

- Fiscal officer hired after November 7, 2016 must be a certified public account or has a baccalaureate degree in accounting, business, fiscal management, or a related field.

Ms. Richesin has the requisite competencies, education and experience to meet the needs of the program.

# 1302.91 Staff Qualifications

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## **Staff Hired After November 7, 2016**

- Family, health and disabilities management staff will have a baccalaureate degree, preferably related to one or more of the disciplines they oversee
- Education coordinators (including those that serve as curriculum specialists) must have:
  - A baccalaureate (4 year) 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
- Coaches must have a minimum of baccalaureate degree in early childhood education or a related field

# Teachers

Section 648A. Of the Head Start Act sets qualifications for Teachers, Teacher Assistants, & Education Coordinator

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- By September 30, 2013 – 50% of Head Start Teachers ***Nationwide*** must have a baccalaureate (4 year) or advanced degree in early childhood education OR
  - A baccalaureate or advanced degree AND coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children
  - *Ozark Opportunities, Inc.* Head Start Program currently has **15 of 17** or **88%** of teachers who meet this criteria

As of October 1, 2011, minimum requirement for classroom teacher is an associate (2 year) degree in early childhood education; OR

- An associate degree AND coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children
- *Ozark Opportunities, Inc.* Head Start Program currently has **2 of 17** or **12%** of teachers who meet this criteria

# Teacher Assistants

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By September 30, 2013, all Teacher Assistants must have:

- At least a child development credential (CDA);
- Be enrolled in a program leading to an associate or baccalaureate degree; or
- Enrolled in a CDA credential program to be completed in 2 years

*Ozark Opportunities, Inc.* has 17 Teacher Assistants

- 10 with CDA
- 2 in training for CDA
- 2 new hire w/BSE ECE
- 1 new hire w/AA & ECE coursework
- 2 new hire

# Early Head Start Staff

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## Center Supervisor/Family Support Workers

- 1 with AA- ECE & Infant/Toddler CDA
- 2 with Infant/Toddler CDA & Pre K CDA

## Teachers

- 1 with AA- ECE & Infant Toddler CDA
- 9 with Infant/Toddler CDA
- 2 new hires

## Classroom Assistants & Nutrition Workers

- 1 with Infant/Toddler CDA
- 2 new hire
- 3 vacancies

# Family Services Staff

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## **Staff Hired After November 7, 2016**

Within 18 months of hire, have, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field



# Health Professionals

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## A program must ensure:

Health procedures are performed only by a licensed or certified health professional

All mental health consultants are licensed or certified mental health professionals, with knowledge and experience in servicing young children and their families, if available in the community

A program must use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications

# Program Governance & Human Resource Management

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- Human Resource Management policy making would include personnel policies and changes to those policies
  - Job descriptions
  - Standards of conduct for program staff, consultants, and volunteers
  - Policies and procedures regarding the hiring, evaluation, compensation, and termination of
    - Executive Director
    - Head Start Director
    - Director of Human Resource
    - Chief Fiscal Officer
    - And any other person in an equivalent position with the agency

# OOI Hiring Outline

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- Management completes “Request for Staff”
- In-house job posting is often concurrent with external posting
- Advertisements placed in appropriate local newspaper
- Post job on appropriate Job Placement Boards
- Post job on [www.Indeed.com](http://www.Indeed.com) (free job site)

# OOI Hiring Outline

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- Applications are accepted for posted vacancies only – per agency Affirmative Action Plan and Personnel Policy
- Mail or e-mail **Application for Employment** as requested, and to individuals who submit résumé only
- Assemble Interview/Hiring Panel, Schedule Interviews, Conduct interviews utilizing uniform questions, Evaluate interview results

# Background Checks §1302.90 (b)

Effective September 30, 2017

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## Before a person is hired

- Conduct an interview
- Verify references
- Conduct a sex offender registry check
- Obtain one of the following
  - State criminal history record, including fingerprint check
  - FBI criminal history record, including fingerprint check

# Background Checks §1302.90 (b)

Effective September 30, 2017

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## After person is hired (within 90 days)

- Obtain the other one of the following
  - State criminal history record, including fingerprint check
  - FBI criminal history record, including fingerprint check
- Obtain a child abuse and neglect state registry check

**No unsupervised access to children until the complete background check process is complete**

# Background Checks §1302.90 (b)

Effective September 30, 2017

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## Repeat at least once every 5 years

- State criminal history record, including fingerprint check
- FBI criminal history record, including fingerprint check
- Obtain a child abuse and neglect state registry check
- Conduct a sex offender registry check

# Current Practices:

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## Before employment offer:

Interview & Reference Check

State Criminal Background check (no fingerprints), Child Maltreatment Registry check

Sex Offender Registry check (national & Arkansas)

## After employment offer:

Pre-employment physical and drug screen, TB screen and/or TB test



# Current Practices:

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## After hire:

Orientation, including child care licensing regulations

60 working day probationary period

1<sup>st</sup> Performance Evaluation at approx. 45 calendar days

2<sup>nd</sup> Evaluation at approx.. 90 calendar days

# Questions?

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