

**Yolo County Office of Education
Head Start/Early Head Start**

Policy: Description of Staff Positions

Performance Standard: The program maintains updated job descriptions of each staff position, addressing, as appropriate, roles and responsibilities, relevant qualifications, salary ranges, and employee benefits.

Procedures:

1. The program maintains adequate, up-to-date descriptions of each job position. The descriptions address the roles and responsibilities of the job as well as relevant qualifications. The job descriptions are approved by Policy Council.
2. Proposed changes to job descriptions are submitted to Policy Council for approval.
3. The salary schedule and benefit information is available, along with the job description, to applicants interested in applying for positions in the Head Start/Early Head Start Program. The information is also available to the public through the Human Resources Department.

Related Regulations: 1301.31 (a) (1)

ADOPTED BY POLICY COUNCIL: 6/8/05