

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

Policy: Organizational Structure/Staff Qualifications

Performance Standard: The Head Start/Early Head Start Program establishes and maintains an organizational structure that supports the accomplishment of program objectives and ensures that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.

ORGANIZATIONAL STRUCTURE

Procedures:

1. The organizational structure addresses the major functions and responsibilities assigned to each staff position. This is demonstrated through detailed job descriptions for each position held in the Head Start/Early Head Start Program. The program also provides evidence of adequate mechanisms for staff supervision and support displayed in an organizational chart that visually demonstrates the chain of command.
2. At a minimum, the following program management functions are formally assigned to and adopted by staff within the program:
 - a. Program management (the Early Head Start or Head Start director); The Director must have demonstrated skills and abilities in a management capacity relevant to human services program management.
 - b. Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and, services for children with disabilities; and
 - c. Management of family and community partnerships, including parent activities.

STAFF QUALIFICATIONS:

1. It is the general expectation that all staff and consultants hired must have the knowledge, skills, and experience they need to perform their assigned functions responsibly. Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.
2. Current and former Early Head Start and Head Start parents receive preference for employment vacancies for which they are qualified.
3. In addition, the program ensures that only candidates with the qualifications specified in the job descriptions and that fulfill the requirements in regulations 1304.52 (b) and in 1306.21 are hired.

Related Regulations: 1304.52 (a), 1304.52 (a)(1), 1304.52(a)(2), 1304.52 (a)(2)(i-iii), 1304.52 (b), 1304.52 (b)(1), 1304.52 (b)(2), 1304.52 (b)(3), 1304.52 (b)(4), 1306.21

ADOPTED BY POLICY COUNCIL: