

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

**Policy: Staff Recruitment and Selection Procedures
(Includes Criminal History Information, Probationary Period and YCOE as
an Equal Opportunity Employer)**

Performance Standard: The Head Start program of Yolo County Office of Education fills vacancies with the most qualified candidates while providing equal employment opportunities to all and does not discriminate, nor tolerate discrimination, on the basis of actual or perceived race, color, religion, national origin, ancestry, actual or perceived gender, sex, actual or perceived sexual orientation, physical handicap, physical disability (including HIV/AIDS), mental disability, medical condition (including pregnancy, age, marital or veteran status).

Procedure:

STAFF RECRUITMENT:

1. The Human Resources Department is notified by the Head Start Director or designee when there is a position vacancy to be filled.
2. The Policy Council is made aware of the vacancy by the Head Start Director or designee and members of the Policy Council are encouraged to refer qualified persons, including parents of Head Start children, to apply.
3. The minimum qualifications for the position are listed on the job opening announcement and include the appropriate contact information for how potential applicants should apply. The announcement is made through any combination of the following methods: flyers posted on site, flyers posted in the community, letters mailed to parents, announcement in the program newsletter, phone calls/faxes to community partners, program representation at a job fair, classified advertisement in selected area newspaper(s), public announcement over radio, public announcement through local television, and/or through an internet web site.
4. Vacancies may be also filled by transfer, promotion, demotion, or reemployment. Vacancies for regular positions are posted for a minimum of five (5) working days.
5. The program requires that all prospective employees disclose, prior to employment, the following:
 - a. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
 - b. Convictions related to other forms of child abuse and neglect;
 - c. All convictions of violent felonies.

Applicants are not required to disclose:

- a. Traffic fines of \$200.00 or less;
- b. Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the prospective employee's 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law;
- c. Any conviction the record of which has been expunged under Federal or State law;
- d. Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

APPLICATION:

All Applicants must complete the YCOE application form completely and submit it with all required documents on or before the published closing date. Incomplete application packets, or those submitted after the closing date, will not be accepted.

SELECTION PROCEDURES:

1. Selection procedures may include written tests, oral tests, performance tests, physical agility tests, assessment centers, training, experience evaluations, any combination of these, or others. Selection procedures must be practical, job related, and constructed to sample the knowledge, skills, abilities, and/or the personal attributes required for successful job performance.
2. Current and former Head Start/Early Head Start parents **will** receive preference for employment vacancies for which they are qualified.
3. Before an employee is hired, the Head Start Program must conduct:
 - a. An interview with the applicant. **At minimum, one Head Start/Early Head Start parent will be invited to sit on the interview panel.**
 - b. A verification of personal and employment references.
 - c. A criminal record check. The Director of Human Resources reviews the results of the fingerprinting process individually in order to assess the relevancy of prior criminal convictions.
4. The program must ensure that staff and consultants have the knowledge, skills, and the experience they need to perform their assigned functions responsibly. This is ensured by job descriptions in the job announcement that list the specific skills and qualification required to be a successful candidate for the interview process.
5. Approval of all hires will be made by both the Policy Council and the Superintendent.

6. Staff and program consultants must become 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 limited or no English proficiency.
7. The Head Start program is subject to and will maintain compliance with Section 504 of the Rehabilitation Act of 1973 in the hiring, promotion, and in general relations with otherwise qualified handicapped candidates and employees.

PROBATIONARY PERIOD:

1. The probationary period is the final phase of the recruitment and selection process and allows time to monitor employee's performance.
2. ~~The employee probationary period is six months for classified staff and two years plus one day for certificated staff and commences on the date of hire.~~
3. ~~An employee may be released at anytime while on probation without cause.~~

Related Regulations: 1301.31 (a)(2); 1301.31(b)(1)(i-iii); 1301.31 (b)(2)(i-iii); 1301.31(b)(3); 1301.31 (c); 1301.3(c)(1-4); 1301.31 (d); 1304.50 (d)(1)(xi); **1304.50 (e)(3)**; 1304.52 (3)

ADOPTED BY POLICY COUNCIL: