Staff Development & Training

Standard Operating Procedures

Aligned with the 2016 Head Start Program Performance Standards

(Standards 1302.90 – 1302.94)

Revision 10/20/2021

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NEW HIRE ORIENTATION OVERVIEW

CSNT Head Start/Early Head Start provides orientation to all new staff and volunteers. Orientation for staff consists of an introduction to the Head Start/Early Head Start goals and the underlying philosophy of the program. New staff are also given copies of the Head Start Program Performance Standards and are introduced to each component of the program including the Management Team. The Human Resource Director will familiarize new staff to the CSNT Personnel Policies and Procedures, and the Program Manager will educate them on the proper methods for identifying and reporting child abuse. Transportation/Bus Monitor training is also available to all new staff/volunteers during orientation. This orientation is provided to all new staff. Staff rehired within six months are not required to complete new Hire Orientation.

The orientation for volunteers is provided in the campus by the Campus Director. They are given a Campus Operating Manual that details all of the information about the volunteer program at CSNT Head Start/Early Head Start. All information on volunteers is monitored and tracked at the campus level.

Orientation for parents is provided during parent orientation in the Campus by the Family Service Worker. Documents are discussed and signed with the parents. Parents also receive a copy of the Campus Operating Manual that outlines the parent's civil rights and procedures on how to report when they feel there has been a violation.

New Hire Orientation for CACFP Staff

Staff that are hired to work within CACFP are given an orientation to the program. Staff participates in the program new hire orientation that includes information on policies and procedures, regulations that govern the program, child abuse reporting, bus monitoring, and the Head Start/Early Head Start philosophy.

Once the employee completes this process, they meet with the Nutrition Manager to discuss the CACFP basic food service and how to complete the forms associated with this process. The employee normally spends three days completing this process at the administrative office.

Once this process is completed, the employee will spend five days in the field working side-by-side with a CACFP certified cook. During this time the employee will complete all of the training listed on the Food Service Employee Basic Training on Policies and Procedures. Once the five-day training is completed by the employee, the cook providing the training, the Campus Director, and the Nutrition Manager sign the form. A copy is kept in

the employee personnel file in the administrative office and at the Campus office. The Nutrition Manager also keeps a copy for their records.

(All new staff that perform key administrative activities for the Child and Adult Care Food Program go through the same training that is listed above, along with administrative type trainings through the Texas Department of Agriculture.)

Goals for the professional development and training component:

Goal: To improve student performance at each Head Start and Early Head Start Campus in the CSNT service area by providing quality staff development and parent training.

Objective: To provide quality-training opportunities to staff, parents, Policy Council and Governing Board members that meets a diverse range of levels, interests, experiences, and circumstances.

Expectations:
- To provide state of the art training for staff and parents.
- To manage and assist career development with ideas for growth and development for upward mobility.
- To provide up-to-date training materials and accurate information to Head Start staff and parents.
- To promote parent involvement and valuable parent-teacher team building.

Professional Development and Staff Training Process:

The following approach is taken when planning and delivering a quality comprehensive training program:

1.) The Head Start Director and administrative staff share the responsibility for the staff development process. This is accomplished by collaborating with and providing necessary information to Training.

2.) Review of the Head Start Program Performance Standards, Program Operating Policies and Procedures, and he Program Operating Manuals to ensure that the activities in each area are integrated into the Staff Development Plan. For example, the Health and Safety area would include training activities to ensure that all staff responsible for health screenings are trained in a timely manner to allow them to meet the 45-day time frame.

3.) Review job descriptions to ensure compatibility with training goals. Each staff member develops individual goals to be reviewed during the Annual Performance Evaluation. Professional Development Plans will be developed as a part of the Performance Evaluation System.

4.) Assess individual and program training needs using information from staff performance appraisals, individual surveys, Community Assessment, Self-Assessment, Head Start Program Performance Standards, and the Service Delivery Plan.

5.) Determine resources available (time, money, staff, etc.).

6.) Develop a training calendar.

7.) Present training budget to Policy Council and Governing Board.

8.) Implement the training plan.

9.) Document training efforts, attendance, and results.

10.) Evaluate and provide appropriate follow-up.

Staff Development and Training Handbook

Section I.A. How to Request Training

Any staff member of the Head Start and Early Head Start Programs can request training sessions.

This can be done by:
   a. Completing a Training Request Form. Anyone wanting to request a training session or series of training sessions should complete this form and forward it to the Program Manager. The Training Request Form is available from the Community Services Website or from the Campus Director.
   b. Training is also requested through staff surveys on at least an annual basis.
   c. DO NOT submit verbal request for training that you would like to attend. ALL REQUESTS FOR TRAINING MUST BE SUBMITTED ON A TRAINING REQUEST FORM.

Section I.B. New Hire Orientation

1. All new employees are required to participate and complete New Hire Orientation before they begin their jobs. If New Hire Orientation is not offered before that date, the employee will be scheduled for the next available session and will be allowed to begin their job. (This is allowed only when program services are interrupted due to an opening in that position.)

2. New Hire Orientation covers a variety of training that consists of training provided at the Linden Administrative Offices and on-the-job training provided at the new employee's campus.

   a. Agency Operation: This aspect of training includes a description of the agency and the programs that are under the agency umbrella, a list of agency personnel and phone numbers with extensions, and personnel policies, such as dress code, organizational chart, use of time sheets, paydays, job description, disciplinary procedures, etc.

   b. Program Implementation: This aspect of training includes child abuse reporting regulations, Head Start Standards of Conduct, discussion of Head Start Program Performance Standards, discussion of Texas Child Care Licensing Minimum Standards, Child and Adult Care Food Program Training, the proper way to lift blood borne pathogens, program policies and procedures, etc.

   c. Campus Orientation: This aspect of training includes information on the daily operation of the campus including application of job specific procedures and job description performance details, the

use of time sheets, campus schedules, fire and weather drills, tour of campus, minimum standards, etc.

3. The Head Start Director is responsible for overseeing that New Hire Orientation is conducted on a regular basis. Assigned agency personnel will conduct the New Hire Orientation.

4. State and federal guidelines require that all staff have Orientation records available for auditing at the Administrative Office Personnel Files and at the Campus Staff Files.

Section I.C. Training Records and Information

1. Training records and responsibilities

    a. The Program will keep a database on all in-agency training activities that are sponsored by the Program. The information on the database is supplied through Sign-In Sheets. In cases where a staff member receives training through organizations outside of Community Services, the staff person is responsible for supplying a copy of the training certificate for their personnel file in the Administrative Office and at their Campus.
    b. All individual staff members are responsible for keeping updated Training Log Sheet(s) of their training at their workplace in case there are data entry errors or Sign-In Sheets are not submitted.

2. Instructor's responsibilities

    a. Instructors should notify the Program Manager of any training activities prior to the scheduling of the activity. This will allow time to answer questions that anyone might have concerning training activities, prevent scheduling conflicts with groups or rooms, allow the Program to support the activity, and to monitor the subject matter of the training.

    b. Provide the following information and documents within five working days after the training activity:

    1. Completed Sign-In Sheet
    2. Printed name of participants
    3. Job title of participants
    4. Staff ID# of participants
    5. Job location of participants
    6. Name of training activity
    7. Date of training activity
    8. Time of training activity
    9. Length of training activity (in hours)
    10. Name(s) of instructor(s)

11. Outline or summarize the training content

*If training is to be eligible for CEU certification, the following must be on file: Statement of Specifics Form related to the topic, length and content of the training; a Vita or Resume of the instructor(s) and completed evaluation sheets from participants.

3. Participant responsibilities:

    a. Participants are to print names clearly on the Sign-In Sheet, include job title, job location and Staff ID#.

    b. Participants must not sign more than one Sign-In Sheet per training session.

    c. It is considered fraudulent and will require disciplinary action if:
        • A participant signs someone else's name on a Sign-In Sheet.
        • A participant signs a Sign-In Sheet and does not attend the training session.

4. Training Reports

    a. The Program Manager will email the Campus Director a reminder to print Child Plus Training Reports each September/October, January/December, and May/June.

    b. This report will contain:
        • Training activities per staff member, length of each training session, dates of training sessions, category of each training session, job title of staff, and Staff ID number.

          *Copies of this report can be requested at any time by Campus Director. Because of the length of these reports, do not ask that it be FAXED to the Campus.

    c. Training reports of individual staff can be issued upon request from employee. (Allow at least five working days).

    d. Unless otherwise requested, these reports will include name of staff, name of training sessions, dates of training, length of sessions, and categories of training.

Section I.D. Training Conferences

1. The Program sponsors trainings conferences throughout the year. Some of these include the Pre-Service Training Conference (usually in early August), Summer Training Conference (usually in June/July), and the Policy Council and Governing Board Training (throughout

the year).

2. The Program may also sponsor Training Days during each school year. These are days that may correspond to the local ISD Staff workdays. These are days where children are not in attendance.

3. Unless otherwise informed, all staff are to attend and participate in all Pre/In-Service Training and any Agency Training Conferences.

4. staff required to attend Training Day activities will be notified by their supervisor.

5. Participants at training conferences are required to use sign-in and out sheets at the beginning and end of each day. Training Session participation should be verified on the participant's time sheet.

Section I.E. Training for CEUs

1. Staff needing CEUs should notify the Program Manager in writing of their need for CEUs so that training activities can be planned to help meet these training needs. Be specific about the number of CEUs needed, special sessions required, and time limitations to acquire the CEUs.

2. The Program has a partnership with Region VIII ESC Service Center to provide trainings to staff. CEUs are provided to staff that attend these trainings. (See Region VIII ESC Partnership for information on how to register for these trainings.)

3. In order for any In-Service training sessions to qualify for CEUs, there are a number of criteria that must be met. These criteria are primarily the responsibility of the training instructor. Training has developed a number of forms to meet these criteria.

   a. A resume or vita must be on file in Training for the instructor.
   b. An outline of the training session must be submitted.
   c. A Sign-In Sheet must be submitted.
   d. Evaluation Sheets must be submitted.
   e. A Statement of Specific Form must be submitted that contains the objectives of the training and the purpose and benefits of the training.

Section I.F. Virtual Learning

1. Some of the training provided by Community Services is conducted through virtual learning modes.

2. The verification or signature page is required to be submitted to Training within five working days of the date of completion of the

training.

2. Although it is not true for all of our virtual training, most of this training is for the purpose of reinforcing previous training or enhancing prior training. Virtual training has as its goal to provide training that is required of staff in a way that is less intrusive of staff time than traditional classroom type training. This training is primarily in subject areas that are required on an annual or frequent basis.

Section I.G. Training Requirements

A.   In-Agency Requirements

1. Campus Directors are required to keep training records of all staff they supervise. Administrative staff have the advantage of delegating this task to Administrative Coordinators or the Human Resources Director, since this area is close enough at hand to be convenient.

   a. In-agency training reports will be forwarded to Campus Directors as needed, but out-of-agency training will not be included on these reports.

   b. It is suggested that staff who attend out-of-agency trainings keep track of these trainings on their training logs and provide training certificates to supervisors and on a regular basis.

2. *Teachers are required to post in a prominent place in their classroom:

   a. College diplomas in Child Development, Early Childhood Education, or related fields. All posted diplomas must be a clean copy. (Other non-related diplomas are not to be posted in or around the classroom.), or

   b. Current CDA certificates or a clean copy of CDA certificates. (Expired CDA certificates must not be posted.), and

   c. Current First Aid/CPR certification card or a clean copy of First Aid/CPR certification card. (Expired First Aid/CPR certification cards must not be posted.)

   d. These certifications or diplomas are required by Head Start standards and/or Texas State licensing requirements. They must be posted in a very visible place near the entrance to each classroom or next to the door outside the classroom.

   e. Teachers may also post other training certificates received, but the posting of other certificates must not block or detract from the other required posted documents. Other certifications or

certificates must be directly related to childcare training and can only be posted during the school year(s) in which the certificate is current. Any other certificates not required to be posted must have Campus Director's approval.

This is for Child Care Licensed Classrooms only and not ISD Contracted Classrooms

For training activities, such as, CEUs or other professionally related training, these may be approved through the employee's supervisor, but is limited to no more than 32 hours per calendar year and not more than a total cost of $500.00. The 32 hours and $500.00 is the outside limit, not a guarantee. These limits would not include Head Start/Early Head Start or NAEYC related conferences.

B.   Head Start Program Performance Standards Training Requirements

1. Teacher In-Service Requirements:
   a. Each Lead Teacher shall attend not less than 15 clock hours of professional development per year in Classroom management and EC Education.
   b. Professional development shall be high-quality, sustained, intensive, and classroom-focused.
   c. Professional development will be evaluated for effectiveness through the Classroom Assessment Scoring System (CLASS) at least three times per year.
2. Annual training in child abuse and positive discipline will be provided

C. State Child Care Licensing Standards Training Requirements

1. A record in the personnel file of training hours, the instructors, dates of training, and the subject areas of training.

   Minimum Standards requires staff have 24 clock hours from the following list:

   At least six clock hours from:
   1. Child Growth and Development
   2. Guidance and Discipline
   3. Age-Appropriate Curriculum
   4. Teacher Child Interactions

   At least one clock hour must focus on the prevention, recognition, and reporting of Child Abuse and neglect including:

   1. Factors including a child is at risk for abuse or neglect
   2. Warning signs indicating a child may be a victim of abuse or neglect
   3. Internal procedures for reporting child abuse or neglect and
   4. Community organizations that have training programs available to child-care center staff members, children, and parents.

If a caregiver provides care to a child younger than 24 months:
1. Recognizing and preventing shaken baby syndrome and abusive head trauma
2. Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS)
3. Understanding EC brain development

The remaining clock hours from:
1. Care of children with special needs
2. Child health (for example, nutrition and activity)
3. Safety
4. Risk Management
5. Identification and care of ill children
6. Cultural diversity for children and families
7. Professional development (i.e., effective communication, time and stress management)
8. Topics relevant to age groups served
9. Planning developmentally appropriate learning activities
10. Observation and Assessment
11. Attachment and responsive care giving
12. Minimum standards and how they apply to caregiver

2. A record in the Personnel file of documentation of orientation training (746.1303 (a)(b)).

3. A record in the Personnel file that staff has met the pre-service training requirement.
   a. New staff must complete the 8-hour pre-service training (a caregiver must complete the remaining 16 hours within 90 days of employment).

   1. Developmental stages of children
   2. Age-appropriate activities for children
   3. Positive guidance and discipline of children
   4. Fostering children's self-esteem
   5. Supervision and safety practices in the care of children
   6. Positive interaction with children
   7. Preventing and controlling the spread of communicable diseases, including immunizations
   8. (if a caregiver provides services to a child younger than 24 months of age, pre-service training must cover the following topics:)
      a) Recognizing and preventing shaken baby syndrome and abusive head trauma
      b) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS)
      c) Understanding EC brain development

4. The Campus Director must have at least 30 hours of training <u>per year</u> including no less than six clock hours from the following list:
    1. Child Growth and Development
    2. Guidance and Discipline
    3. Age-Appropriate Curriculum
    4. Teacher Child Interaction
    5. Serving children with special care needs

5. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:
    1. Factors including a child is at risk for abuse or neglect
    2. Warning signs indicating a child may be a victim of abuse or neglect
    3. Procedures for reporting child abuse or neglect
    3. Community organizations that have training programs available to child-care staff members, children, and parents

5. Annual training hours must also include training on the following:
    1. Emergency Preparedness
    2. Preventing and controlling the spread of communicable diseases, including immunizations
    3. Administering medication, if applicable, including compliance with 746.3803 of this title (relating to what authorization must I obtain before administering a medication to a child in my care?)
    4. Preventing and responding to emergencies due to food or an allergic reaction
    5. Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic
    6. Handling, storing and disposing of hazardous materials including compliance with 746.3425 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?)

        a. A director with five or fewer years of experience must also complete at least six clock hours of annual training in management techniques, leadership, or staff supervision.

        b. A director with more than five years of experience must complete at least three clock hours of annual training in management techniques, leadership, or staff supervision.

        c. The remaining 30 clock hours of annual training must be from 746.1309 of this title (relating to How many clock hours of annual training must be obtained by caregivers?)

        d. The Director may obtain the clock hours from the same

sources as the caregivers, with the following exceptions:

1. Training hours may not be earned for presenting training to others, with the exception of up to two hours of training on transportation safety.
2. No more than 80% of annual training hours may be obtained through self-instruction.

College/Certification Training

Section II.A. Training, Conferences, Seminars, etc.

1. Any staff member of the Program can request funds or time away from work for training. This can be done as follows:

   a. Local training activities
      1. Complete a Training Request Form and show the supervisor's approval by obtaining his/her initials on the training registration form.
      2. Attach the training registration form to the Training Request Form and submit completed and signed forms to Program Manager for processing and approvals by the Head Start Director and the Executive Director
      3. The approved request with a completed Training Summary Form will be submitted to the Program Manager for requisitions and funding for the training
      4. The Program Manger will register the employee(s) for trainings.
      5. Copies of all training forms will be kept at the main office

   b. Travel request and out-of-town training activities
      1. Complete the registration form from the training event and show supervisor's approval by obtaining his/her initials on the form.
      2. Attach training event forms, registration form and Training Request Form to the Travel Information Form.
      3. Submit completed forms to the Head Start Program Manager for processing and approvals by the Head Start Director and the Executive Director.
      4. The Program Manager will submit a check request with a copy of the Training Request Form, Travel Information Form, and the training registration form to Finance/Accounting for approval and acquisition of funds on all approved training.
      5. The Program Manager will complete the training registration process for all employee(s).
      6. Copies of all training forms will be kept at the main office.

2. Upon completion of the training, the employee is to meet with the Program Manager to reconcile the training. This is to be completed within (10) days of completion of the training.

3. Any employee whose registration and/or travel is provided by the Program must understand that he/she is accountable for professional and responsible behavior that reflects the agency's highest ideals.

4. Due to limitations of funds to provide out-of-town participation in conferences, seminars, etc., the employees who attend are expected to share the information obtained from the training with others in a timely manner.

5. See personnel policy No. 512 for information on travel procedures and expenses.

Section II.B. CDA Training Policy

Procurement and renewal of the CDA is primarily the responsibility of the employee. Assistance from the Program will be provided through Training and Technical Assistance when funds are available.

Part One: Procedures and Responsibilities for obtaining the initial CDA certificate:

1. Our agency works with our local community colleges and State adopted web-based programs to provide resources for our employees who are required to obtain a CDA.

   a. All employees taking a course paid for through the Program must successfully complete the course in and receive their CDA within 2 years. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course will not be funded for further courses until this deficiency is corrected.

   b. All college funded employees must maintain a minimum 2.0 grade point average (GPA).

   c. All employees seeking a CDA certificate must notify the Curriculum Director in writing at least five days before entering the CDA course and submit copies of paperwork and certificates within at least five days after completion of each course. (These copies will be placed in the Personnel file)

   d. It will be required for employees to take courses on their own time, but through our collaboration with the community colleges and State-adopted, web-based programs, we will attempt to accommodate employees, as much as possible, to make it more

convenient for them to complete the CDA process.

    e. In order for any staff to be eligible for the Program to pay for their college course, the staff must complete the College Course Request Form and submit the form to the Program Manager within at least five working days prior to the end of the enrollment session for the course.

2. *Supervisor's responsibilities for Classroom staff CDAs:*

    a. The supervisor will conduct a monthly review of CDA status for all staff ensuring that all CDA certificates (or clean copies) are posted in the classrooms or office and that only current CDA certificates are posted.

    d. If CDA status of one or more teaching staff in a Campus is delinquent, it will be required of the Head Start Director to begin disciplinary action with the supervisor by implementing written timelines of correcting this discrepancy.

3. *Assisting employees in obtaining a CDA (per the Improving Head Start School Readiness Act of 2007):*

    a. All Head Start/Early Head Start employees seeking or holding the position of Teaching Assistant on September 30, 2013, must have at least a CDA credential, or be enrolled in a CDA Program and enrolled in an early childhood associate or baccalaureate program per the Improving Head Start School Readiness Act of 2007. Head Start/Early HS Teaching Assistants will have 2 years to complete their initial CDA. Head Start/EHS Teaching Assistants with a current CDA will have 18 months to obtain a new CDA with emphasis in the area where they are working (HS or EHS).

    b. Employees can request that the Program process CDA Assessment Request as well as provide payment of acquisition fees as a part of the benefits that are provided to Head Start employees if funds are available.

    c. The Program, as a part of the benefits that are provided to employees, can provide tuition and fees up to $2,000 per calendar year per employee, if funds are available. These funds can be used to obtain college credit in an area that will strengthen the skill level of the employee in their work area. The agency is not obligated to provide work time recompense for taking these courses. All courses are taken on a voluntary basis and must be related to professional development.

    d. All employees taking a course funded wholly or partially by the Program must successfully complete the course in the scheduled time of the course and agree to repay total or

prorated amount of tuition if employment is terminated less than one (1) year after employee completes course. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course will not be funded for further courses until the employee reimburses the Program for the cost of the course.

Part Two: Procedures and Responsibilities for renewal of the CDA certificate:

1. Teaching Assistant/Campus Director responsibilities for renewing their CDA:

   a. Staff must complete a college course or obtain 4.5 CEUs that are applicable to CDA renewal guidelines, in order to be eligible for CDA renewal.

   b. No later than two months and no earlier than four months prior to the expiration date of the CDA, staff must submit to the Program Manager all materials needed to apply for CDA renewal.

   c. Any staff who has not renewed their CDA prior to the expiration of the certificate will be placed on 90-day probation and is required to show renewal certificate or documentation of appropriate materials sent to the Program Manager before the end of the 90-day period.

2. CDA Reporting Guidelines:

   a. All documents sent to the Program Manager related to the procurement of the CDA, including the CDA certificate, must have included on the document the individual's Staff ID number.

   b. Clean copies of CDA certificates are to be sent to the Program Manager within five working days of receipt of this document.

   c. First time CDA certificates are to be sent to the Program Manager along with a completed Request for Pay Raise Form within five working days of receipt of this document.

4. CDA Exceptions:

   a. If a Teaching Assistant/Campus Director has a college degree from an accredited college or a current Texas State Paraprofessional Certification, the Teaching Assistant/Campus Director is not required to have a/or maintain a CDA certificate.

Section II.C. Improving Head Start School Readiness Act of 2007: Teacher Degree/Certificate Requirements

1. All Head Start employees seeking the position of CSNT Head Start Lead Teacher must have at least a baccalaureate degree in Child Development or Early Childhood Education. Although the Improving Head Start School Readiness Act requires that at least half the Head Start Teachers nationally will have a baccalaureate degree, CSNT policies establish a goal that all CSNT Head Start employees that hold the position of Lead Teacher will have at least a baccalaureate degree by September 30, 2013.

2. All CSNT Early Head Start employees holding the position of Lead Teacher will have at least a CDA or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. If there are no candidates for hire with the required credentials, CSNT will hire an employee to work as a General Support Staff in the Early Head Start Classroom, while actively seeking an employee with the required credential. The General Support Staff will have one year from the date of employment to obtain the required credential. Once the General Support Staff obtains the required credential, they will be offered the Early Head Start Lead Teacher position. If someone is hired with the required credential at least 90 days prior to the General Support Staff receiving the required credential, the credentialed employee will be hired for the Early Head Start Lead Teacher position. The General Support Staff employee will be moved to another open position if one is available. CSNT Early Head Start Lead Teachers that have a Pre-K CDA will have 18 months to obtain a CDA or comparable credential with emphasis in infants and toddlers.

3. As a part of the benefits that are provided to all Head Start/Early Head Start employees, the Program can provide tuition and fees up to $2,000 per calendar year per employee, if funds are available. These funds can be used to obtain college credit in an area that will strengthen the skill level of the employee in their work area including achieving Texas Teacher Certification. The agency is not obligated to provide work time recompense for taking these courses. All courses are taken on a voluntary basis and the courses must be linked to the employee's professional development plan.

4. All employees taking a course funded by the Program must successfully complete the course in the scheduled time of the course, agree to work for Head Start/Early Head Start for one (1) year after completing the course, and agree to repay the total or prorated amount of tuition, if employment is terminated less than one (1) year after employee completes the course. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course

will not be funded for further courses until the employee has reimbursed the Program for the cost of the course.

5. Head Start Lead Teachers that receive a bachelor's degree that is funded by the Program must agree to teach or work for Head Start for three (3) years after receiving the degree and agree to repay the total or prorated amount of tuition, if employment is terminated less than three (3) years after the employee receives the degree.

6. All employees must achieve at least a 2.0 GPA upon completion of each college course funded by the Program, or the employee will not be eligible for further funding of college courses by the Program until the situation has been corrected at the employee's expense. Head Start/Early Head Start employees are expected to pass all courses that are funded wholly or partially by the Program.

7. All employees utilizing this benefit must have a copy of their degree plan on file with the Program Manager and submit a copy of their official college grade report after completion of each course.

8. All employees seeking funding for college courses must apply for a Federal Pell Grant before completing the College Request Form. Once the employee receives documentation of Pell Grant ineligibility, the employee must complete the College Course Request Form. The Pell Grant ineligibility documentation must be attached.

9. For employees who have degrees in other academic areas or from universities outside the USA and are interested in getting a degree in their professional area, the Program can as a benefit to employee pay the fee to have transcripts evaluated. It is the employee's responsibility to have the degree plan translated, evaluated and to work with a college to have a current, working degree plan created. The Program Manager will do the required paperwork to reimburse the employee for necessary expenses if the employee provides the expense receipts. These expenses will be paid only if funds are available.

Section II.D. Professional Development Courses

1. The Program as a part of the benefits that are provided to all Head Start employees can provide tuition and fees up to $2,000 per calendar year per employee, if funds are available. These funds can be used to obtain college credit in an area that will strengthen the skill level of the employee in their work area. The agency is not obligated to provide work time recompense for taking these courses. All courses are taken on a voluntary basis and must be linked to the employee's professional development plan.

2. All employees taking a course funded by the Program must successfully complete the course in the scheduled time of the course,

agree to work for the Program for one (1) year after receiving the degree, and agree to repay total or prorated amount of tuition if employment is terminated less than one (1) year after employee completes the course. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course will not be funded for further courses until the employee has reimbursed the Program for the cost of the course.

3. All employees must achieve at least a 2.0 GPA upon completion of each college course funded by the Program, or the employee will not be eligible for further funding of courses by the Program until the situation has been corrected at the employee's expense. Employees are expected to pass all courses that are funded wholly or partially by the Program.

4. All employees utilizing this benefit must have a copy of their college degree plan or professional development plan on file with the Program Manager and submit a copy of their official college grade report after completion of each course.

5. All employees seeking funding for college courses must apply for a Federal Pell Grant before completing the College Request Form. Once the employee receives documentation of Pell Grant ineligibility, the employee must complete the College Course Request Form. The Pell Grant ineligibility documentation must be attached.

Training Reports and Professional Development Documentation

Section III.A. Reports to Campuses

1. The Program Manager can provide to each Campus Director, once a year, a training report of all reported training activities for all staff at the director's campus. The report includes:
    a.   Last name of employees.
    b.   First name of employees.
    c.   Job title of employees.
    d.   Name of training activities.
    e.   Training hours involved.
    f.   Category of training (as defined by CDA requirements and compatible with Head Start standards).
    g.   Dates of training activities.
    h.   Name of instructor

2. This report is designed to serve several purposes:

    a. Provide the Campus Director with a readable and professional report in a concise format for a quick review by the director of training for participation of all

staff at the campus.

   b. Provide the Campus Director with a readable and professional report to share with licensing or other standards review personnel.

   b. Provide the Campus Director with a means to review and correct database errors or deletions.

   c. Assist the Campus Director in planning for campus-based training activities.

   d. Assist the Campus Director in identifying expected competencies of trained staff.

3. This report is not inclusive of all available employee training data. If other information is requested, this may be provided if it is available.

4. This same type of report is available to all supervisory/managerial staff of the Agency upon written request to the Program Manager. The only limitation for information given is that the information be restricted to only those individuals who need to know the information. It is considered confidential information.

5. The Program Manager will specifically design training reports upon written request for Head Start staff with a valid need for this data.

Section III.B. Reports to Individuals

1. Any employee can submit to the Program Manager a written request for his/her training records. Unless other specific data is requested and available, the report will be forwarded to the employee with the following data (if available):

   a. Employee's last name
   b. First name
   c. Job title
   d. Names of training activities
   e. Hours of training per activity
   f. Categories of training (as defined by CDA guidelines and in compliance with Head Start standards)
   g. Dates of training activities

2. Unless there is a valid need, no training data information will be given to any employee or non-employee unless it is the specific training of the requesting employee or non-employee.

3. Employees are urged to keep Training Logs current. As our data flow improves and our agency becomes more accustomed to channeling all training information through the Head Start Program Manager, we are hopeful we can produce accurate training logs that will not need the employee's input.

Section III.C. Graphics, Handouts, videos, etc.

1. When time permits, copies of training materials for other staff or non-staff will be provided. Typical projects that for others could include:

   a. Providing equipment to play videos or ZOOM Trainings (See audio/visual equipment).
   b. Making master copies of participant handouts.
   c. Making master copies of covers for training materials.
   d. Making master copies of certificates.
   e. Making content specific training evaluation sheet(s).

2. Due to department budget limitations, the Program may or may not be able to reproduce in volume copies of materials for training handouts, posters, etc. This might also apply to making multiple transparencies. The requesting department may have to provide the materials.

3. Requests for assistance with graphics, handouts, videos, etc., should be made in writing to the Program Manager. It is often necessary for an appointment to be made so that the person requesting the material can work with staff in the designing of the product.

4. Any staff member conducting training can design his/her own materials. Information Technology staff has had training and experience in how to design and structure Audio Visual materials and are willing to provide consultation or suggestions.

Training Equipment and Facilities

Section IV.A. Audio Visual Equipment

1. The Program has a variety of multimedia equipment available to staff for training purposes. This equipment includes:

   a. TV/VCRs
   b. Computers
   f. Speakers
   g. Flip chart easels
   h. Audio/Visual Screens
   i. Headphones/Microphones

2. Staff members wanting to use this equipment are recommended to request materials in writing prior to training session to reserve the equipment needed. Equipment is sometimes reserved on a priority schedule, but usually is claimed on a first-contact-first-served basis.

3. Staff using equipment are asked to notify the Program Manager

immediately if there is any problem with the equipment. It is recommended that all equipment be checked prior to leaving Head Start Management Building.

4. Staff using equipment must sign out the equipment through the Head Start Management Building. Also, the staff member signing out the equipment will be responsible for the care and return of the equipment.

5. In case of damage due to an accident or the theft of equipment under the care of a staff member, the Program requires the responsible staff member (the one who checked it out) to file a detailed description of the events related to the equipment. Staff will not be asked to cover the cost of damaged or stolen equipment unless gross negligence or improper storage or use of equipment is established. If other staff members are aware of or witnessed the demise of the equipment, they should also submit written statements of the circumstances.

Section IV.B. Training Facilities

1. The Program Manager will assist staff or non-staff in locating training facilities that will be adequate for their training needs.

2. When a training facility is needed for staff training, it is asked that the Program Manager be notified in writing of the specific need. This request would include (if the information is known):

    a. Number of people involved in the training.
    b. Job locations of the people involved in the training.
    c. Date(s) and time(s) of the training.
    d. Training facility setup (classroom style, theatre, open room, etc.).
    e. Equipment needed, including sound system, Computers, TV/VCR, etc.
    f. Instructor and/or contact person for training staff.

    3. The instructor or contact person arranging the training session(s) is required to take the responsibility for rearranging and/or cleaning the training room when required by the facility.

Section IV.C. Ethics

The previous sections of this Handbook set forth many of the "rules" governing the standards of behavior expected of HEAD START/EARLY HEAD START staff. This is designed to define the standards of behavior related to training.

The purpose of these rules and procedures are to promote and assist in the process of educating, reinforcing expected behaviors, and accounting for training efforts and money invested. Furthermore, these rules are only of value to the extent that they promote these objectives. They were not designed to replace thinking and sound judgment.

Staff that provide training are considered educators. There are inherent principles that are required of educators: flexibility, creativity and exploration.

We ask that the staff follow the guidelines we have established, but please feel free to talk to us about changes, exceptions, modifications, or adjustments to any of the guidelines outlined in this Handbook. We would be poor educators if we were not willing to be educated.

Critical to all, is that we, as an agency and individually, provide our training services in a non-discriminatory manner, especially as this regards race, color, religion, national origin, gender, disability or sexual preference. Also, we recognize that as an agency of diverse people and backgrounds that serve an even more diverse population in rural Northeast Texas, we must reflect a level of sensitivity and understanding of differences that extends well beyond the legal aspects of "non-discrimination".

To the extent we are willing to be taught, we can teach.

Required Training and Professional Development Plans

Section V.A. Professional Development Plans

1. All supervisors are required to complete a Professional Development Plan annually and return it with their Performance Evaluations.

2. This form is to be completed by the employee and the employee's supervisor.

3. This form is to provide the Program with specific training needs related to:

   a. Training activities related to strengthening their present job skills. This could involve quantitative or qualitative recommendations.

   b. Providing employees with training that meets federal, state licensing requirements, etc. (first Aid/CPR, fire safety, etc.)

   e. Training the employee would need to advance professionally in their present field or in a related Head Start area of employment.

Section VI.B. Required Training (Nutrition)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of Management staff when available.

Procedures and Responsibilities for obtaining required trainings (Head Start/Early Head Start Nutrition):

1. Our agency works with our local community colleges, universities, and State-adopted, web-based programs to set required courses for our staff throughout the program year.

    a. All employees taking a course required through the Program must successfully complete the course in the scheduled time of the course. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course will be out of compliance and must register for the next available course offering. The employee is responsible for completing the courses within three attempts. Any employee who does not meet this requirement within three attempts will be deemed incapable of performing their job functions. This could result in disciplinary action, up to and including termination of employment.

    b. The employee will be responsible for retaking the course and sending a copy of the registration to the Program Manager.

    c. All employees seeking any required certification must notify the Program Manager in writing at least five days before entering the course and submit a copy of their pass or fail notification or the certification within five days after completion of each course (or as soon as notification is received).

2. It will be required for employees to take courses as soon as assigned by their supervisor or the HR Director. The Program will pay for these courses taken by employees. If the employee takes the course and fails, they will then be held responsible for retaking the course, although the Program will compensate the employee monetarily.

    3. In order for any staff to be eligible for the Program to pay for their course, the employee must complete the College Course Request Form and submit the form to the Program Manager within at least five working days prior to the end of the enrollment session for the course.

Procedures and Responsibilities for obtaining required trainings (CACFP Nutrition):

1. The Nutrition Manager assists CACFP staff in obtaining their required annual training needs. The Nutrition Manager receives annual training through the Texas Department of Agriculture for the Child and Adult Care Food Program and from licensed dieticians/County Extension Agents.

    a. All CACFP employees are required to obtain 24 hours of training per year with the majority of the training focused on basic knowledge of policies and procedures.

    b. All CACFP employees are required to have annual Civil Rights training as set forth by the USDA/CACFP regulations. This training will be provided by the Nutrition Manager with assistance from the Human Resource Director. All employees will complete posttest after receiving the training. This document will be kept in the employees' personnel file.

Section VI.C. Required Training (Bus Drivers)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of Management Staff when available.

Procedures and Responsibilities for obtaining required trainings (Bus Drivers):

1. Our agency works with our local Education Service Campus (Region VIII) and local school districts to obtain training for Bus Drivers. This training is required for every new bus driver without the Texas Bus Driver Certification Card and every three years for drivers who have already obtained the certification card.

    a. All employees taking a course required through the Program must successfully complete the course in the scheduled time of the course. Any employee who drops a course, fails a course, or takes an "Incomplete" for a course will be out of compliance and cannot drive a school bus for the Program. Any employee who does not meet this requirement will be deemed incapable of performing their job functions. This could result in disciplinary action, up to and including termination of employment.

    b. The employee will be responsible for retaking the course and sending a copy of the registration to the Program Manager to be eligible to drive a Program bus.

    c. All employees seeking any required certification must notify the Program Manager in writing at least five days before entering the course and submit a copy of their pass or fail notification or the certification within five days after completion of each course (or

as soon as notification is received).

2. It will be required for employees to take these courses as soon as assigned by their supervisor or HR Director. The Program will pay for these courses taken by employees. If the employee takes the course and fails, they will then be held responsible for retaking the course.

4. In order for any staff to be eligible for the Program to pay for their course, the employee must complete the <u>College Course Request Form</u> and submit the form to the Program Manager within at least five working days prior to the end of the enrollment session for the course.

Section VI.D. Required Training (Bus Monitor Training)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of content area specialist when available.

Procedures and Responsibilities for obtaining required trainings (Bus Monitor Training):

1. Bus Monitor Training is required for every employee and/or volunteer that rides a van/bus with Head Start children.

    a. All employees taking a course required through the Program must successfully complete the course in the scheduled time of the course. Any employee who does not meet this requirement will be deemed incapable of performing their job functions and will not be able to ride a bus/van with Head Start children. This could result in disciplinary action, up to and including termination of employment.

    b. The employee will be responsible for retaking the course at a later date.

2. This training is scheduled through the Support Services Manager. The employee should register for the next available Bus Monitor Training.

Section VI.E. Required Training (Safety Evacuation Training)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of content area specialist when available.
Procedures and Responsibilities for obtaining required trainings (Safety Evacuation Training):

1. Safety Evacuation Training is required annually for every employee

and/or volunteer that rides a van/bus with Head Start children.

    a. This training is scheduled through the Support Services Manager. Failure to comply with this required training could result in disciplinary action, up to and including termination of employment.

    b. If the employee is not able to attend the scheduled training, they will be responsible for retaking the course at a later date. (Employees are not eligible to ride the bus/van with Head Start children until they have acquired this training.)

    c. It will be required for employees to take courses as soon as assigned by their supervisor or HR Director. The employee should register for the next available Safety Evacuation Training.

Section VI.F. Required Training (Transportation/Defensive Driving)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of Management staff when available.

Procedures and Responsibilities for obtaining required trainings (Transportation/Defensive Driving)

1. Transportation/Defensive Driving Training is required annually for every employee and/or volunteer.

    a. This training is scheduled through the Transportation Coordinator. Failure to comply with this required training could result in disciplinary action, up to and including termination of employment.

    b. If the employee is not able to attend the scheduled training, they will be responsible for retaking the course at a later date. (Employees are not eligible to ride the bus with Head Start children until they have acquired this training.)

It will be required for employees to take courses as soon as assigned by their supervisor or HR Director. The employee should register for the next available Transportation/Defensive Driving Training.

Section VI.G. Required Training (15 clock hours for Teachers)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of Management staff, Region VIII ESC and other training venues when available.
Procedures and Responsibilities for obtaining required trainings (Teacher 15

clock hours of professional Development)

1. All Lead Teachers are required to have 15 clock hours of professional development per year per Head Start Standard 648A(5)
   a. Each Lead Teacher shall attend not less than 15 clock hours of professional development per year.
   b. Professional development shall be high-quality, sustained, intensive, and classroom-focused.
   c. Professional development will be evaluated for effectiveness through the Classroom Assessment Scoring System (CLASS) at least three times per year.

2. Region VIII Education Service Center will provide professional development training for Lead Teachers
   a. Teachers are required to notify their supervisor in writing of all trainings that they would like to attend through Region VIII ESC – this requires dates and times
   b. The supervisor must approve the training date and time to assure that campuses will not be short-handed when the employee is attending the training.
   c. Staff are required to get all training pre-approved that has a fee if the Program will pay for the training.
   d. Region VIII ESC will provide training reports/Certificates for each employee receiving training. However, staff are still responsible for providing a copy of the training certificate to their supervisor. One copy will be placed in the Campus level personnel file and a copy will be sent to HR at the Administrative Office for their personnel file.

Section VI.H. Required Training (CLASS Reliable Certification)

All required training is primarily the responsibility of the employee. Assistance from the Program will be provided through the efforts of Management staff, Region VIII ESC and other training venues when available.

1. Class Specialist, Curriculum Director, and Practice Based Coach are required to obtain CLASS Reliable Certification within the first 12 months of accepting the position.
   a. Recertification is required annually.
   b. The Agency will pay for two CLASS Reliable Certification courses within the first 12 months of accepting the position.
   c. The Agency will pay for two CLASS Recertification courses in a 12-month period.

2. Campus Directors are required to obtain an initial CLASS Reliable Certification within 24 months of becoming a Campus Director.
   a. Recertification is required annually.

b. The Agency will pay for four CLASS Reliable Courses within a 24 month period.
c. The Agency will pay for two CLASS Recertification courses in a 12 month period.

3. CLASS Specialists are required to obtain CLASS Reliable Train-the-Trainer Certification within the first 18 months of accepting their position.
   a. Recertification is required annually.
   b. The Agency will pay for two CLASS Reliable Train-the-Trainer Certification courses within the first 18 months of accepting the CLASS Specialist position.
   c. The Agency will pay for two CLASS Train-the-Trainer Recertification courses in an 18-month period.

4. All Education staff are responsible for familiarizing themselves with CLASS and implementing it within Head Start/Early Head Start Classrooms.

All staff that do not obtain the required trainings and/or certifications listed above could incur disciplinary actions including and up to termination.

* All training forms are available on the CSNT website.