

**HEAD START PROCEDURES FOR:
Staff Qualifications- Head Start Teachers
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: This describes the process for ensuring that all Head Start center-based teachers will have a baccalaureate degree in child development, early childhood education or equivalent coursework. 648A(e)(2), 1302.91(e)(2)(3B)

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 ESC Management Staff

3.0 Resources:

- 3.1 Employee File Tracking Form
- 3.2 Employee File
- 3.3 myHeadStart GoEngage
- 3.4 ~~Personnel Master Staff Tracking Form~~
- 3.5 Transcripts
- 3.6 Copies of Texas Teaching Certificate
- 3.7 Copies of Child Development Associates Certificate
- 3.8 Copies of TSR Certificate

4.0 Procedures:

4.1 To insure that we recruit and hire highly qualified and highly trained individuals to be Head Start Teachers and to maintain this we will do the following:

4.1.2 Positions will be advertised stating that candidates must have a baccalaureate degree in child development, Early Childhood Education or equivalent coursework as defined by the Texas Education Agency. Statute: TEC §29.167 (b) Commissioner’s Rule: TAC §102.1003 (d). When there is a lack of qualified applicants in the community, teachers may be hired on a probationary basis, if the candidate has a baccalaureate degree and enrolls in a program such as I Teach Texas or the Alternative Certification Program.

4.1.3 If the candidate does not have early childhood coursework, they must enroll in a CDA program to be completed within 18 months of employment or participate in two years of Texas School Ready (Delegate).

4.1.4 Candidates must also pass the early childhood certification test or acquire a CDA within 18 months of employment, unless they have at least an Associate’s degree in Early Childhood Education or 15 hours of early childhood education.

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- 4.1.5 Teacher must provide the grantee with a copy of the certificates they have received.
- 4.1.7 Probationary teachers will receive intensive coaching from a coach with a baccalaureate or advanced degree in early childhood education, child development or equivalent coursework, such as a Texas teaching certificate with an Early Childhood endorsement. This coaching includes observation and feedback, modeling of effective teacher practices directly related to program performance goals on a more frequent basis than other coachees.

5.0 Associated Documents:

- 5.1 Employee File
- 5.2 Personnel Master Staff Tracking Form
- 5.3 Teaching Certificate
- 5.4 Transcripts
- 5.5 Child Development Associates Certificate
- 5.6 Texas School Ready Certificate

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Staff personnel files	Print	CYL Office	7 years	Shredded	CYL Office, locked cabinets

7.0 Monitoring:

- 7.1 Employee File
- 7.2 myHeadStart Web-based data system
- 7.3 Personnel Master Staff Tracking Form

8.0 Revision History:

Date:	Revision#	Description of Revision
7-2018	Created	
6-2019	3.3	Changed “PROMIS” to myHeadStart
3-2020	1.0	Deleted: “and a Texas teaching certificate with a Pre-Kindergarten endorsement.”

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	4.1.3 4.1.4 4.1.6 7.1, 7.2, 7.3	Changed “can” to “must” Added: “or acquire a CDA” Added: “This coaching includes observation and feedback, modeling of effective teacher practices directly related to program performance goals on a more frequent basis than other coaches.” Added Monitoring: Employee File, MyHeadStart, Personnel Master Staff Tracking Form
4/2021	4.1.1	Deleted such as an Early Childhood such as a Texas teaching certificate with
4/2021	4.1.3, 4.1.4	Deleted Two years, added 18 months
6/2021	4.1.1	Removed “(15 hours of early childhood coursework) such as a Texas teaching certificate with .” Added as defined by the Texas Education Agency. Statute: TEC §29.167 (b) Commissioner’s Rule: TAC §102.1003 (d).
4/29/2022		Reviewed
12/2022	3.0, 3.3	Remove “myHeadStart” replace with “GoEngage”
12/2022	3.0, 3.4	Remove “Personnel Master Staff Tracking Form”
12/2022	5.0, 5.2	Remove “Personnel Master Staff Tracking Form”
12/2022	7.0, 7.2	Remove “myHeadStart” replace with “web-based data system”
12/2022	7.0, 7.3	Remove “Personnel Master Staff Tracking Form”