



Office of Head Start Staff File Guide

September 27, 2012



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File Review

Staff Files

Management Systems Key Indicator #3—Human Resources

- ▶ Has a tuberculosis (TB) screening been completed?
- ▶ Has the initial health examination been completed?
- ▶ Have re-examinations been completed as needed? (Re-examinations may need to occur only once, or they may need to be periodic.)
- ▶ Is there documentation bus drivers completed medical examinations before performing duties establishing that they possess the physical ability to perform job-related functions, with any necessary accommodations?

Note: Applies only to Bus Drivers

- ▶ Did the program obtain one of the following for the employee?
 - A State, Tribal, or Federal criminal record check covering all jurisdictions where the grantee provides Head Start services to children
 - A State, Tribal, or Federal criminal record check as required by the law of the jurisdiction where the grantee provides Head Start services
 - A criminal record check as otherwise required by Federal law
- ▶ Was the employee hired within the last 12 months?
- ▶ Was the criminal record check conducted prior to employment?

Child Development and Education Key Indicator #4—Quality Teaching & Learning

- ▶ Please enter the qualification of the preschool teacher:
 - A baccalaureate or advanced degree in Early Childhood Education (ECE)
 - A baccalaureate or advanced degree and coursework equivalent to a major relating to ECE, with experience teaching preschool-age children
 - An associate's degree in ECE
 - An associate's degree in a related field and coursework equivalent to a major relating to ECE, with experience teaching preschool-age children
 - A baccalaureate degree and admission into the Teach For America program, passed a rigorous early childhood content exam such as Praxis II, taught preschool children in a Teach For America summer training institute, and is receiving ongoing professional development and support from Teach For America's professional staff
 - Does not meet qualifications
- ▶ Please enter the qualification of the infant-toddler teacher:
 - A minimum of a current infant/toddler Child Development Associate (CDA) credential and have been trained (or have equivalent coursework) in early childhood development, including topics required under 1304.52(f)



- Does not meet qualifications
- ▶ Please enter the qualification of the FCC provider:
 - Previous ECE experience, current CDA
 - Previous ECE experience, enrolled in CDA program (within six months of beginning service provision)
 - Previous ECE experience and Associate's degree in child development or ECE (attained within two years of beginning service provision)
 - Previous ECE experience and Bachelor's degree in child development or ECE (attained within two years of beginning service provision)
 - Previous ECE experience and enrolled in an Associate's or Bachelor's degree program in child development or ECE (within 6 months of beginning service provision)
 - Does not meet qualifications
- ▶ Is there a professional development plan on file?
- ▶ Is the professional development plan designed to ensure attainment of qualifications and is the staff person currently enrolled in a degree program?