

STAFF QUALIFICATIONS

NOVEMBER 2, 2016

HEAD START PROGRAM PERFORMANCE STANDARDS EXCERPTS

45 CFR Chapter XIII

SUBCHAPTER B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAMS

STAFF QUALIFICATIONS NOTE: This document consists of excerpts from the Head Start Program Performance Standards (HSPPS). The excerpts refer to staff qualifications. Missing text is indicated by [...]. Readers are advised to review the complete standards for more information. The compliance dates for certain standards can be found in the Compliance Table in the Appendix of the HSPPS.

PART 1302-PROGRAM OPERATIONS Subpart I-Human Resources Management

§1302.91 Staff qualifications and competency requirements

(a) Purpose. A program must ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards. A program must provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.

Position	Educational Requirements	Experience Requirements	Competency Requirements	Timeframe /Other Information
§1302.91 (b) <u>Early Head Start or Head Start director</u>	Baccalaureate degree (minimum)	Experience in supervision of staff, fiscal management, and administration		Only applicable to staff hired after November 7, 2016.
§1302.91 (c) <u>Fiscal officer</u>	Certified public accountant or At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.			Only applicable to staff hired after November 7, 2016. Considering the fiscal complexity of the organization and applicable financial management requirements, program must secure regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs.
§1302.91 (d) <u>Child and family services management staff</u> (1) <u>Family, health, and disabilities management</u>	Baccalaureate degree, (minimum), preferably related to one or more of the disciplines that staff oversee.			Only applicable to staff hired after November 7, 2016.

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<p>§1302.91 (d) <u>Child and family services management staff</u></p> <p>(2) <u>Education management</u>, i.e.. staff and consultants that serve as education managers or coordinators including curriculum specialists</p>	<p>Baccalaureate or advanced degree in early childhood education</p> <p>or</p> <p>Baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. **</p>	<p>**Early education teaching experience</p>		<p>Applicable to all staff as of September 30, 2013 as prescribed in Section 648A (a)(2)(B)(i) of the Act.</p>
<p>§1302.91 (e) <u>Child and family services staff</u></p> <p>(1) <u>Early Head Start center-based teacher</u> that provides direct services to infants and toddlers</p>	<p>At a minimum, a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.</p>		<p>(e) (5) Demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.</p>	<p>Applicable to all staff as of September 30, 2012 as prescribed in Section 645A(h) of the Act</p>

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<p>§1302.91 (e) <u>Child and family services staff</u></p> <p>(2) <u>Head Start center-based teacher</u></p>	<p>(i) No less than 50 % of all Head Start teachers, nationwide, must have a baccalaureate degree in child development, early childhood education, or equivalent coursework.</p> <p>(ii) At least an associate’s or bachelor’s degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648 (a)(3)(B) of the Act.</p>		See above	<p>(i) According to the Act, the Secretary must ensure this requirement as of September 30, 2013.</p> <p>(ii) Applicable to all staff as of October 1, 2011, as prescribed in Section 648A(a)(3)(B) of the Act</p>
<p>§1302.91 (e) <u>Child and family services staff</u></p> <p>(3) <u>Head Start assistant teacher</u></p>	<p>At a minimum, a Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed with two years of the time of hire.</p>		See above	<p>Applicable to all staff as of September 30, 2013, as prescribed in Section 648A(a)(2)(B)(ii) of the Act</p> <p>If enrolled in a CDA credential program, must be completed within two years of the time of hire.</p>

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<p>§1302.91 (e) <u>Child and family services staff</u></p> <p>(4)(i) <u>Family child care provider</u></p>	<p>(i) At a minimum, enrolled in a Family Child Care CDA program or state equivalent, or an associate’s or baccalaureate degree program in child development or early education prior to beginning service provisions, and for the credential acquire it within eighteen months of beginning to provide services.</p>	<p>(i) Previous early child care experiences</p>	<p>See above</p>	<p>Enrolled in CDA or degree program prior to beginning service provision.</p> <p>Applicable to all staff as of November 7, 2016, Such staff must acquire the credential within eighteen months of beginning to provide services.</p>
<p>§1302.91 (e) <u>Child and family services staff</u></p> <p>(4) <u>Family child care provider</u></p> <p>(ii) Child development specialist</p>	<p>(ii) Minimum of a baccalaureate degree in child development, early childhood education, or a related field.</p>			<p>Applicable to all staff as of August 1, 2018 As required for family child care in §1302.23 (e)</p>

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Position	Educational Requirements	Experience Requirements	Competency Requirements	Timeframe/Other Information
§1302.91 (e) (6) <u>Home visitors</u>	(i) Minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate’s or bachelor’s degree		(e) (6) (ii) Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> , including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.	Applicable to all staff as of August 1, 2018.
§1302.91 (e) (7) <u>Family services staff</u> who work directly with families on the family partnership process	At a minimum, a credential or certification in social work, human services, family services, counseling, or a related field within eighteen months of hire.			Only applicable to staff hired after November 7, 2016. Such staff must meet educational requirements within eighteen months of hire.

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Position	Educational Requirements	Experience Requirements	Competency Requirements	Timeframe/Other Information
§1302.91 (e) (8) <u>Health professionals</u>	<p>(i) Health procedures must be performed only by a licensed or certified health professional.</p> <p>(ii) Mental health consultants must be licensed or certified.</p> <p>(iii) Staff or consultants who support nutrition services must be registered dietitians or nutritionists.</p>	<p>(ii) Knowledge of and experience serving young children and their families, if available in the community.</p>		
§1302.91 (f) <u>Coaches</u>	<p>Minimum of a baccalaureate degree in early childhood or related field.</p>		[See below §1302.92 (c) (4) (ii)]	<p>Only applicable to coaches who provide the services described in 1302.92 (c), and therefore applicable as of August 1, 2017.</p> <p>[See below §1302.92 (c) (4) (ii)]</p>

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§1302.92 Training and professional development.

(c) A program must implement a research-based, coordinated coaching strategy for education staff that

(4) Ensures intensive coaching opportunities for the staff identified through the process in paragraph (c)(1) of this section that:

Position	Educational/Licensing Requirements	Experience Requirements	Competency Requirements	Timeframe /Other Information
§1302.92 (c) (4) (ii)		[...] (ii) Utilize a coach with adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals. [...]		By August 1, 2017, a program must ensure coaches meet staff qualifications in §1302.91 (f) and must implement a research-based, coordinated coaching strategy for education staff as described in §1302.92 (c).

PART 1303-FINANCIAL AND ADMINISTRATIVE REQUIREMENTS Subpart F - Transportation

§1303.72. Vehicle operation.

(b) Driver qualifications. A program, with the exception of transportation services to children served under a home-based option, must ensure drivers, at a minimum:

Position	Educational/Licensing Requirements	Experience Requirements	Competency Requirements	Timeframe /Other Information
§1303.72 (b) <u>Driver qualifications.</u>	(1) In states where such licenses are granted Have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle to be operated		(2) Meet any physical, mental, and other requirements as necessary to perform job-related functions with any necessary reasonable accommodations.	