Dual Language Learners Program Assessment (DLLPA)

2. Human Resources

> This section addresses the program policies that ensure staff and volunteers fulfill their responsibilities in culturally and linguistically respectful ways. The Human Resources system includes staff qualifications and competencies that ensure communicative competence in the language(s) spoken by children and their families.

Head Start Program Performance Standards

Consider your program's implementation of the following requirements. For **all program options**, does our Human Resources system…

Personnel policies, 45 CFR §1302.90

(c) Standards of conduct.

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: […]

(iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; […]

(d) Communication with dual language learners and their families.

(1) A program must ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and

effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency. [...]

(2) If a majority of children in a class or home-based program speak the same language, at least one class staff member or home visitor must speak such language.

Indicate your overall rating for the following requirements. For **center-based and family child care** program options, does our Human Resources system...

Staff qualifications and competency requirements, 45 CFR §1302.91

(e) Child and family services staff. [...]

(5) Center-based teachers, assistant teachers, and family child care provider competencies. A program must ensure center-based teachers, assistant teachers, and family child care providers 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 Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

Culturally and Linguistically Responsive Practices

Indicate your overall rating for the following items. For **all program options**, does our Human Resources system...

	1	2	3	4	5	N/A
Use interview questions that ensure job applicants or volunteers are culturally and linguistically responsive to our children, families, and other staff?	◯	◯	◯	◯	◯	◯
Assess the language competencies of job applicants to ensure they are effective communicators with our children who are DLLs and their families?	◯	◯	◯	◯	◯	◯

Include questions in our staff evaluations that assess cultural and linguistic responsiveness to children, families, and other staff? ○ ○ ○ ○ ○ ○

Identify strengths and areas needing improvement related to cultural and linguistic responsiveness in individual staff evaluations? ○ ○ ○ ○ ○ ○

Include specific responsibilities in job descriptions of our education staff and home visitors for working with children who are DLLs and their families? ○ ○ ○ ○ ○ ○

Ensure that our coaches are knowledgeable about cultural and linguistic diversity and can support improved teaching practices of staff working with children who are DLLs and their families? ○ ○ ○ ○ ○ ○

Assist our staff in getting transcripts of their coursework taken in other countries analyzed and accepted by higher education institutions? ○ ○ ○ ○ ○ ○

Collect data on the languages spoken by our staff to support service delivery for children who are DLLs and their families? ○ ○ ○ ○ ○ ○

Have policies in place to promote retention of our bilingual staff? ○ ○ ○ ○ ○ ○

Section 2. Human Resources section score _____

Resources Related to the Human Resources System

▸ Affirmative Action and Head Start

▸ Facts About the Americans with Disabilities Act

▸ Developing a Search Strategy: Your Roadmap for Hiring

▸ Strategic Use of Consultants: A Guide for Head Start and Early Head Start Leaders