

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Career Development
Revised: February 27, 2003

REGULATION REFERENCE:

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs, revised edition
Head Start Program Information Report

POLICY:

The Southwest HRA Head Start career development plan encourages all staff to pursue appropriate credentials and two, four, and post four year degrees through a system of collaboration with colleges and universities in the Southwest Tennessee area and elsewhere as needed. Our goal is that all teachers and teacher assts. will have, at minimum, the CDA credential. All family case managers will have, at minimum, the S.S.C.B.T. Credential. They will be encouraged to obtain their AA degrees. All new Assistant Directors will have BA/S or graduate degrees.

DEFINITION

To compliment, support, and acknowledge career development expectations, Southwest HRA Head Start developed a career ladder which established levels of teacher, teacher assts, and family case managers positions for the program. For example, the levels and requirements for teaching and social service staff are as follows:

- all teachers must possess, at minimum, a CDA credential
- all teacher assistants are expected to work toward attaining their CDA credential
- all family case managers are expected to possess or work toward the S.S.C.B.T. credential

Southwest HRA Head Start assists family case managers to obtain the Family Services Certificate from Tennessee State University and then the AA and BA/S degree. Southwest HRA Head Start assists other staff with career development arrangements on an individual basis.

PROCEDURE:

1. The "Personnel Information Form" form, (see following page) will be part of the initial employment packet given to new employees by the Asst. Dir for Admin./Career Development. All employees will complete this form during entry orientation.
2. A copy of the completed form will be maintained in the Head Start Central Office.
3. The information provided on these forms will be used to maintain up to date Child Plus Personnel Information and by the supervisory staff to assist staff in planning and acquiring appropriate degrees and/or credentials.
4. The information and progress through an appropriate career development plan will be reviewed by the Assistant Directors each year as part of the employee evaluation process.

Degree/Credential Plan:

1. When the employee begins college/university work toward a degree or credential, he/she will obtain the "Degree/Credential Plan" form from the Assistant Dir for Admin./Career Dev.
2. The completed form will be submitted to the Assistant Director for Admin/Career Dev.
3. The employee will discuss changes or updates to the "Degree/Credential Plan" with his/her Assistant Director and the Assistant Director for Admin./Career Dev.