

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Training - CDA/S.S.C.B.T. Credential
Revised: February 27, 2003

REGULATION REFERENCE:

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

POLICY:

Head Start teaching staff and Family Case Managers will be given priority to obtain CDA/S.S.C.B.T. credentials.

PROCEDURE:

Each year all employees of Head Start will participate in conducting a training needs assessment to ensure that they are relevant to the needs of the staff. This assessment will be compiled and a training plan for the year developed.

The training program for this agency will be composed of the following:

- < To provide in-service training for our employees to add to their knowledge and capabilities in working with young children.
- < To encourage and help all employees who do not have requisite requirements necessary to meet job responsibilities through S.S.C.B.T., CDA, etc.
- < To provide resources for all teaching staff, and other personnel to continue training as required by the Department of Human Resources, Office of Child Care Administration.
- < To keep Head Start staff informed about Child Development courses offered, and when the budget allows, pay the participating staff member fees.
- < To require all Head Start employees to participate in all professional organizations related to child development, and when funds are available, pay the expenses of attending various conventions, special training seminars, and meetings.
- < To participate in all training sessions sponsored by Head Start Training and Resource Center when possible.

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To develop a central resource library that covers various areas of child development, etc.

This will be maintained and updated by the Assistant Director for Parent Inv./Mgmt. Info. Systems. The goal is to keep employees informed on new trends and information as it relates to the program.

To provide education financial assistance plus time off (where it does not interfere with normal work scheduling) for Head Start employees to access higher education through classroom attendance or off campus courses. It is our intention to have all employees work toward receiving an Associates (AA) or Bachelor of Arts (BA) degree.

Those staff members who have been notified that CDA/S.S.C.B.T. training resources are available to them, shall be notified that they have one year to participate in the CDA/S.S.C.B.T. program. Failure to participate within the time allowed shall be grounds for suspension or termination. Any person participating in CDA/S.S.C.B.T. training will be expected to complete training within two (2) years. Any Head Start staff who fails to receive a credential after two (2) years shall be subject to termination, or demotion, if another position is available.