

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the Program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) An organizational chart is developed which depicts how the Grantee Board, and the Department of Health and Human Services, and the Hidalgo County Head Start staff is structured within the program.	Executive Director Assistant Program Directors	Executive Director	As deemed necessary	Organizational Chart
(2) Development and revisions of the organizational chart are conveyed to the Policy Council, Grantee Board (Commissioners Court), and County Judge for their review, approval and/or disapproval.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(3) The organizational chart illustrates staff positions and proper chain of command.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(4) All staff positions have a job description which indicates the level of knowledge, skills, and experience required to perform the job responsibilities.	Executive Director	Administrative Assistant	As deemed necessary	Job Descriptions

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of program objectives.

OBJECTIVE: The Program will ensure that the organizational structure describes how staff and functions are organized to fulfill the program's mission and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(5) The Program will ensure that the appropriate number of staff is hired to meet staff/child classroom ratio as required by Federal and State Law.	Administrative Assistant Education Area Directors	Education Area Directors	As deemed necessary	Job Requisition Form Announcement Interview Orientation
(6) The program will ensure that the Grantee Board (County Commissioners) and the Hidalgo County Judge receive proper training to assist with legal and fiscal matters for the administration of the Hidalgo County Head Start Program.	Executive Director Assistant Program Directors Family Services Director	Executive Director	Annually	Training Packet

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of program objectives.

OBJECTIVE: The Program will ensure the organizational structure illustrates how staff is organized to fulfill the program's administration.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>(7) The program will ensure that the Policy Council assist with their responsibilities in developing, reviewing, and approving or disapproving policies related to the following:</p> <p>-All funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies; -Hiring and terminating.</p> <p>This will be accomplished by providing program training and opportunities to attend local Head Start training and state, regional, and national conferences.</p>	Executive Director	Executive Director	Annually	Training Agendas
<p>(8) The program will ensure that the Policy Council serves as a mediator with parent committees, Grantee Board, and community organizations.</p>	Executive Director	Executive Director	Annually	Policy Council Minutes

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (a) (2) (i) (ii) (iii)

GOAL: The Grantee Board and Policy Council will ensure that the program management functions are formally assigned to and adopted by staff within the program.

OBJECTIVE: The Head Start Program will ensure to designate staff who will manage delivery of services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(i) The Grantee Board and Policy Council will select and hire a Head Start Program Director who is sensitive to the community, staff, and families. The Program Director needs to be knowledgeable with program services, organizational structure, and its mission.	Grantee Board (Commissioners Court) Policy Council Civil Service Executive Director	Policy Council	As deemed necessary	Job Application Resume Job Announcement Personnel file
(ii) Qualified staff will be hired to provide leadership, direction, and management of delivery services to children and families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Applications Job Announcement Resume Credentials Personnel File
(1) The following positions for the Head Start program will be identified: - Education Area Directors - Health Services Director - Mental Health Services Director - Special Services Director - Field Operation Director - Family Services Director	Executive Director Assistant Program Directors	Assistant Program Directors	As deemed necessary	Organizational Chart

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (b) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The program will ensure to give preference in employment to Head Start parent who qualify to fulfill the Program's mission and goal.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) Program will highly consider Head Start parents who are qualified and are seeking employment.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File
(2) Staff will encourage Head Start parents to participate in program activities, such classroom volunteering, parent committees, workshops, and trainings.	Family Service Director Center Manager Staff	Center Managers	Annually	In-kind records Parent take home activities Lesson plans
(3) Parents will be encouraged to participate in Literacy Programs such as English as a Second Language (ESL), General Equivalency Diploma (GED)...etc.	Transition, Literacy, and Community Partnership Director Center Managers	Transition, Literacy, and Community Partnership Director	Annually	Parent Records F.P.A. Referrals (Family Partnership Agreement)

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (b) (3) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The program will ensure to give preference in employment to Head Start parent who qualify to fulfill the Program's mission and goal.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(4) Job vacancies are posted at each center within the program, Hidalgo County Civil Service Department, and newspaper.	Administrative Assistant Center Staff Human Resources Director	Executive Team	As deemed necessary	Job Announcement
(5) Job vacancies include job descriptions for vacancies include job requirements and responsibilities.	Administrative Assistant Civil Service Human Resources Director	Administrative Assistant		Job Description Job Announcement

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (b) (4)

GOAL: The Hidalgo County Head Start Program will hire program staff and consultants that are familiar with the ethnic background and heritage of families in the program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practices of families and children the program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to ensure appropriate representation of the ethnicity and cultures of families served.	Executive Director Service Directors	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's)
(2) The program will ensure to hire staff and find parents from the community to use as resources for understanding different cultures.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (b) (4) (continued)

GOAL: The Hidalgo County Head Start Program will hire program staff and consultants that are familiar with the ethnic background and heritage of families in the program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practice of families and children that the program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(3) The program will provide staff development trainings to develop skills in accepting culture differences and conflicts resolutions.	Education Area Directors Staff Development Director	Education Area Directors	As deemed necessary	Teacher's Lesson Plans Training Calendar
(4) The program will encourage the use of community resources such as libraries and museum theater groups to help staff and parents appreciate and enjoy diverse cultures.	Education Area Directors	Education Area Directors	As deemed necessary	Curriculum Calendar Teachers Lesson Plans
(5) The program will conduct staff trainings which discuss issues of cultural diversity along with local organizations.	Staff Development Director	Staff Development Director	Pre-Service In-Service training and As deemed necessary	Program Training Agenda's Training Calendar

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (c)

GOAL: The Hidalgo County Head Start Program will hire a Head Start Director who has skills and abilities in management capacity relevant to a human service program management

OBJECTIVE: To ensure leadership, management skills, and ability to oversee the operation of a comprehensive quality child and family program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that the Executive Director has the following attributes:</p> <ul style="list-style-type: none"> - Leadership skills. - Good interpersonal and communication skills. - The ability to develop and manage a budget. - Experience in Human Services. - Understands the Head Start philosophy and ability to share authority and decision making. 	<p>Grantee Board (Commissioners Court) County Judge Policy Council</p>	<p>Policy Council</p>	<p>As vacancy occurs</p>	<p>Job Description Credentials Experience</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d)

GOAL: The Hidalgo County Head Start Program will ensure hiring staff and consultants who meet the qualifications to provide content area expertise and oversight on an ongoing scheduled basis. The program will determine appropriate staffing pattern necessary to provide these functions.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure hiring qualified Directors who have the following abilities:</p> <ul style="list-style-type: none"> - Plan and administer the required program services for children and families. - Coordinate program activities with staff, other content areas and community agencies. - Engage in the on going assessment of quality services provided. - Communicate effectively with others. - Provides staff training and development. - Ability to supervise. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancies occur</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (1)

GOAL: The Hidalgo County Head Start Program will ensure staff or consultants meet the qualifications for classroom teachers with experience in the theories and principals of child growth and development.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The program will ensure that the Area Directors meet the qualifications of classroom teachers such as: Child Development Associate Credential (C.D.A.) State award certificate that exceeds the C.D.A. An Associate, Baccalaureate, or advance degree in Early childhood Education.	Executive Director Education Area Directors	Administrative Assistant	As vacancies occur	Job Description Credentials Degrees Personnel File
(2) The program will ensure that all staff employed for the Education Department plan and implement a comprehensive Child Development Program that meets the Head Start standards.	Executive Director	Administrative Assistant	As vacancies occur	Job Description Credentials Degrees Personnel File

POLICY COUNCIL APPROVED

**PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (1) (continued)

GOAL: The Hidalgo County Head Start Program will ensure staff meets the qualifications of a classroom teacher and has experience in the theories and principals of child growth and development.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ul style="list-style-type: none"> - Implement theories and sound principals for child and adult education. - Promote the role of the parent as the primary educator of the child. - Promote support between parent and child. 	Education Area Directors	Education Area Directors Center Managers	Continuously	Curriculum Lesson Plans

POLICY COUNCIL APPROVED

**PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (2)

GOAL: The Hidalgo County Head Start Program will ensure that health services are supported by staff and consultants with training and experience in public health, nursing, health education, maternal and child health or health administration.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will employ a qualified Health Director with the abilities to:</p> <ul style="list-style-type: none"> -Provide health care, assist parents with the selection of a health provider, counsel parents on child/family health problems, and promote parent involvement in all aspects of health problems. -Negotiate with the Health Service Advisory Committee, local health care professionals and service providers to ensure services for families. -Review, evaluate, and interpret health records. -Promote health and safety practices in the program. -Coordinate safety, sanitation procedures, first aid, and emergency medical procedures. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancy occurs</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (3)

GOAL: The Hidalgo County Head Start Program will ensure that nutrition services are supported by staff or consultants that are registered dietitians or nutritionists.

OBJECTIVE: To ensure quality nutrition services to children and families served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will employ a qualified Nutrition Director with the following qualifications:</p> <ul style="list-style-type: none"> - Experience in menu planning including the quantity, quality, and variety of food to be purchased. - Ability to interpret nutrition assessment data, provides nutrition counseling to families, and promotes good nutrition habits among children and families. - Have expertise to assist staff in dealing with children who are having difficulty in acquiring a taste for certain types of food and special nutritional needs. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancy occurs</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (4)

GOAL: The Hidalgo County Head Start Program will ensure that Mental Health services is supported by staff or consultants who are licensed professionals with experience and expertise in serving young children and their families.

OBJECTIVE: To ensure quality mental health services to children and families served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure to hire a qualified Mental Health Services Director with the following qualifications:</p> <ul style="list-style-type: none"> - Knowledge of treatment strategies in the area of child behavior management and family crisis intervention. - Ability to work with families in a supportive manner throughout diagnosis and referral process. - Ability to work with staff, children and families to improve their own health. - The ability to provide counseling, treatment for children, and families with diagnosed problems. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancy occurs</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (5) (6)

GOAL: The Hidalgo County Head Start Program will ensure that family and community partnerships and parent involvement is supported by staff and consultants who are qualified.

Objective: To ensure quality services to families in the areas of social and human services plus advocating for children and families in decision making for their families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will hire a qualified Family and Community Partnership and Parent Involvement Services Director with the following qualifications:</p> <ul style="list-style-type: none"> -Have the ability to develop referral systems, procedures, coordinate social service referrals, and follow-ups. -Provide on site consultation to family and community partnership staff. -Conduct advocacy work. -Oversee the recruitment, training, and scheduling of parent volunteers. -Work with Policy Committee and serve as a resource for parent committee. -Assist parents with social activities. -Assist staff in integrating a plan for parent involvement that crosses all service areas. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancy occurs</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (7)

GOAL: The Hidalgo County Head Start Program will ensure that disability services are supported by staff or consultants with training and experience in securing services for children with disabilities.

OBJECTIVE: To ensure quality disability services to children being served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will hire a qualified Disability Services Director with the abilities to:</p> <ul style="list-style-type: none"> -Coordinate the process of assessing children including initial screening, on-going development, and specialized assessments to determine disabilities. -Work with interdisciplinary team staff and parents in developing Individualized Educational Plan (I.E.P.), Service Plan, and Individualized Family Service Plan (I.F.S.P.). -Consult regularly with parents and staff on the progress of disability services and of children with disabilities who are enrolled. -Work closely with local school districts to ensure coordination of services. -Advocate in the community for appropriate services for children with disabilities and their families. 	<p>Executive Director Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>As vacancy occur</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (d) (8)

GOAL: The Hidalgo County Head Start Program will ensure to secure on going services of a qualified fiscal officer.

OBJECTIVE: To ensure on going quality services in finance department.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will hire a qualified Finance Director with the abilities to:</p> <ul style="list-style-type: none"> -Develop, monitor, evaluate, and report on financial control programs and procedures. -Develop and maintain accurate charts of accounts including the allocation of program income and out lays and in-kind contribution. -Assist in the audit process and implementation of auditors' recommendations. -Report all findings to management staff and governing bodies. 	<p>Executive Director Administrative Assistant Finance Director</p>	<p>Administrative Assistant</p>	<p>As vacancy occur</p>	<p>Job Description Credentials Personnel File</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD:1304.52 (g) (1)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained at all times.

OBJECTIVE: Maintaining the staff/child ratio will have a more positive outcome for young children and generate more positive social interaction with peers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will hire the appropriate number of staff required to maintain staff/child classroom ratio by monitoring and replacing staff when vacancies occur through resignations or promotions.</p>	<p>Executive Director Education Area Directors Administrative Assistant</p>	<p>Education Area Directors</p>	<p>continuously</p>	<p>Job Requisition Job Announcement</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (g) (2)

GOAL: The Hidalgo County Head Start Program will ensure that at least one classroom staff member interacting regularly with the children, must speak their language.

OBJECTIVE: Classroom staff who speak the child's home language provides reassurance and support to the child's development and sense of identity and respect for values and beliefs of family.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will emphasize on employing staff from the service area. Through this process multi-cultural bilingual awareness is ensured.</p>	<p>Executive Director Education Area Directors</p>	<p>Administrative Assistant</p>	<p>As vacancies occur</p>	<p>Job Requisition Job Announcement Job Description</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD:1304.52 (g) (3)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained when classroom staff is absent through the use of substitute teachers.

OBJECTIVE: Substitute teachers will be contracted as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that substitutes are contracted when teachers are absent in order to maintain staff/child ratio.</p> <ul style="list-style-type: none"> -The program implements a substitute pool. -The pool is generated from parent volunteers and from the community service area. 	<p>Executive Director Administrative Assistant</p>	<p>Education Area Directors</p>	<p>As Substitutes are needed</p>	<p>Job Announcement Personnel File Substitute Plan Substitute Pool</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers abide by the programs' standards of conduct.

OBJECTIVE: (i) To ensure that children of all races, religions, family back grounds, and cultures are treated with respect and consideration.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Provide boys and girls with equal opportunities to participate in playing activities that promote independent learning.</p> <p>The educational classrooms will have materials in the learning activities and decorations that reflect the diversity of all children.</p> <p>All educational classrooms will provide an engaging environment that exhibits the diversity of all children.</p>	<p>Education Area Director Center Managers Teachers Facilitators</p>	<p>Executive Team</p>	<p>continuously</p>	<p>Monitoring Checklist Lesson Plans</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the programs Standards of Conduct.

OBJECTIVE: (ii) To comply with Federal, State, Tribal, and local laws staff and consultants will follow the confidentiality policies concerning information about children, families and other staff members.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>To comply with Federal, State, Tribal, local laws, and the Health Insurance Portability Accountability Act (HIPAA), the Confidentiality Policy ensures:</p> <p>-Confidential information will be disclosed to only those staff members for the purposes of performing the job responsibilities (children, family, and staff records).</p> <p>-Personnel records will not be disclosed without written submitting a written consent to the Administrative Assistant.</p> <p>-Staff members are permitted to review their personnel file.</p>	<p>Health Director</p> <p>Executive Team</p> <p>Administrative Assistant</p> <p>Administrative Assistant</p>	<p>Executive Team Center Managers</p> <p>Executive Team Center Managers</p> <p>Administrative Assistant</p> <p>Administrative Assistant</p>	<p>Continuously</p> <p>As deemed necessary</p> <p>As deemed necessary</p>	<p>Children Records Family Records</p> <p>Personnel File</p> <p>Personnel File</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT**

2008-2009

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program's Standards of Conduct.

OBJECTIVE: (iii) To ensure that children are under adult supervision at all times and that child/ staff ratios are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that child/staff ratio is maintained at all times and that no child is left unattended.</p> <p>(15 to 1 - 3 year olds) (18 to 1 - 4 year olds)</p>	<p>Education Area Directors Center Managers</p>	<p>Center Manager Executive Team</p>	<p>Continuously</p>	<p>Substitute Pool</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN**

**SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program's Standards of Conduct.

OBJECTIVE: (iv) To ensure the use of positive, non punitive methods of guidance and discipline.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Staff will ensure that positive methods of child guidance are used and will not engage in corporal punishment, emotional abuse, physical abuse, or humiliation. Employees will not use methods of discipline that involve isolation, the use of food as punishment, or denial of personal needs. In accomplishing this standard staff will:</p> <p>-Staff will develop clear, reasonable, appropriate age rules and expectations on children.</p> <p>-Work with children to help them problem solve by providing positive guidance.</p> <p>-Provide supervision and guidance at all times in order to ensure the potential need to discipline.</p> <p>-Staff will respect and acknowledge children's feelings by listening, praising, and providing guidance.</p>	<p>Teachers Assistant Teacher Disability Aides Substitutes</p>	<p>Center Managers Executive Team</p>	<p>Continuously</p>	<p>Daily Schedule Curriculum Progress Notes Classroom rules</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT**

2008-2009

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers adhere by the program’s Standards of Conduct.

OBJECTIVE: (2) To ensure that employees deal appropriately with contract and financial awards in significant monetary value.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.	Administrative Assistant	Administrative Assistant	Continuously	Statement of Ethical Conduct and Behavior

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT**

2008-2009

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants and volunteers abide by the program's Standards of Conduct.

OBJECTIVE: (3) To ensure that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that the Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.</p> <p>Misconduct and/or breach of the standards of conduct are subject to disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Rules and Policies.</p>	Executive Director	Administrative Assistant	Continuously	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (j) (1)

GOAL: The Hidalgo County Head Start Program will ensure that all employed staff acquire a health evaluation and tuberculosis evaluation.

OBJECTIVE: (j) (1) To ensure a safe and health environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will assure that each staff member has an initial health examination (includes a screening for tuberculosis) to assure they are free of a communicable disease and do not pose a significant risk to the health and safety of others. This will be accomplished as follow:</p> <p>Upon employment the employee will have thirty (30) working days to acquire a health appraisal by his/her doctor; thereafter, screened every three (3) years, including a tuberculosis examination. The tuberculosis questionnaire will be conducted annually.</p> <p>If a Health Appraisal has not been submitted to Personnel Department a written notice will be mailed to employee.</p> <ul style="list-style-type: none"> - On 3rd notice, employees will be given five (5) working days. - After five (5) working days employees will be subject to disciplinary action constituting leave without pay until Health Appraisal is provided. <p>Reference to Civil Service Policy Standards of conduct.</p>	Administrative Assistant	Personnel Officer	Continuously	Health Appraisal Tuberculosis Form Confidential Files

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008-2009**

PERFORMANCE STANDARD: 1304.52 (j) (2)

GOAL: The Hidalgo County Head Start Program will ensure that active volunteers who participate on regular basis will be screened for tuberculosis.

OBJECTIVE: (j) (2) To ensure a safe healthy environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all active volunteers participating on a daily basis will be screened for tuberculosis for compliance purposes with state, tribal, and local laws. It will be accomplished during the parent/volunteer training and thereafter when necessary.	Family Service Director Center Manager	Center Manager	Continuously	Volunteer File

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52 (j) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff receives mental health and wellness information.

OBJECTIVE: To alleviate daily work pressure, the program will provide mental health and wellness service to staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that mental health and wellness information is available to staff with personal issues that may affect their job performance. This will be accomplished by:</p> <p>Providing information on job related stress, mental health, and wellness training.</p> <p>Sponsor mental wellness programs such as exercise or staff support groups.</p> <p>Make referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers.</p>	Mental Health Director	Mental Health Director	As deemed necessary	Training Agendas Referrals

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The Hidalgo County Head Start Program will ensure that orientation to all new staff, consultants and volunteers includes the goals and underlying philosophy of Head Start.

OBJECTIVE: (1) To assist staff, volunteers, and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that staff, volunteers, and consultants receive orientation on the goals and underlying philosophy of Head Start.</p> <p>All new staff upon starting will receive a comprehensive orientation that covers the philosophy of the program including introduction of the entire program.</p> <p>All volunteers will receive orientation training in the philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.</p>	<p>Administrative Assistant Staff Development Director</p> <p>Family Service Director Mental Health Director</p>	<p>Staff Development Director</p> <p>Family Service Director Mental Health Director</p>	<p>Continuously</p> <p>Annually</p>	<p>Orientation Agendas</p> <p>Agendas</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52 (k) (1) -(3)

GOAL: The Hidalgo County Head Start Program will establish and implement a structured approach to implement training and development.

OBJECTIVE: (2) To maintain program excellence by having well trained qualified staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The program will ensure that all staff is provided with trainings in all facets of the program during pre-service and throughout the year. In addition, academic trainings will be available to all interested staff and parent volunteers.	Executive Director Staff Development Director Executive Team	Staff Development Director	Continuously	Staff Development files Training Calendars Agendas

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The program will implement a training system that will continuously provide opportunities for staff to gain knowledge and skills necessary to implement the Head

Start Performance Standards.

OBJECTIVE: (3) A creative process for training staff to reach program goals will be implemented.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program ensures a comprehensive form of staff development for staff to acquire knowledge and skills about the program's performance standards: and advancement into their academics formal education through college course work. This is accomplished through:</p> <ul style="list-style-type: none"> -Staff orientation designed for the program's goals, performance standards, and personnel policies. -Pre-Service and on going training through the year. -Individualized training and technical assistance at work site. -Academic college course training -Educational Leave -Paid Tuition -Increase in Salaries 	<p>Staff Development Director</p>	<p>Staff Development Director</p>	<p>As deemed necessary</p>	<p>Training Calendar Staff Development Files Agendas</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Hidalgo County Head Start Program will ensure that the method used to identify child abuse and neglect complies with state and local laws.

OBJECTIVE: (3) (1) To support staff who have on going relationship with families on regular basis with issues concerning identifying and reporting suspected child abuse and neglect.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will provide staff with policies and guidelines on how to identify and report suspected child abuse and neglect.</p> <p>Staff will acknowledge (signature) a statement on how to identify and report suspected child abuse and neglect.</p>	<p>Health Service Director Administrative Assistant</p>	<p>Head Start Personnel Officer</p>	<p>Continuously</p>	<p>Policy on Suspected Child Abuse and Neglect Acknowledgment document</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Program will ensure that a plan to transition children from home to Head Start be developed and implemented.

OBJECTIVE: 3 (ii) To have a method that supports a successful transition for families and children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Staff will implement activities on transitions from home to program and from program to public entities such as school and private day care.</p> <p>Staff will prepare families and children with the transition.</p> <p>Assist parents in advocating for their children in the school system and exercising their rights and responsibilities concerning their child's education.</p> <p>Maintaining on going communication and cooperation with schools and other child care settings.</p> <p>A written plan on how to transition children with disabilities.</p>	<p>Transition, Literacy and Community Partnership Director</p> <p>Center Managers</p> <p>Family Service Director</p> <p>Special Service Director</p>	<p>Transition Literacy and Community Partnership Director</p>	<p>Continuously</p>	<p>Schedule Plan</p> <p>Lesson Plan</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008-2009**

PERFORMANCE STANDARD: 1304.52 (k) (4)

GOAL: The Hidalgo County Head Start Program will provide training /orientation to the Head Start governing body members, Policy Council, and Policy Committee Members on

their roles and responsibilities within the Head Start program.

OBJECTIVE: To familiarize members of the governing body, Policy Council, and Policy Committee with Head Start and their program's roles and responsibilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The program will ensure that the governing body, Policy Council, and Policy Committees are adequately trained with their program's roles and responsibilities. .</p> <p>Training will be provided for the following areas:</p> <p>The Program's history, mission statement, and organizational structure.</p> <p>The roles and responsibilities of governing, organizing, and operating the program.</p> <p>The goals, underlying philosophy, and performance standards of Head Start.</p>	<p>Executive Director Family Service Director</p>	<p>Executive Director</p>	<p>Annually</p>	<p>Training Calendar Training Agendas Conferences (local, state, regional and national)</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008 - 2009**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<p><u>Employment Application:</u> All employees must have an employment application which identifies the position, credentials, and work experience the employee has acquired.</p>	<p>Personnel Secretaries Personnel Officer</p>	<p>Administrative Assistant</p>	<p>As personnel is hired</p>	<p>Application</p>
<p><u>Reference Letters:</u> Reference letters are requested to objectively appraise the employee's job performance and character.</p>	<p>Personnel Secretaries Personnel Officer</p>	<p>Administrative Assistant</p>	<p>Upon employment</p>	<p>3 reference letters</p>
<p><u>Drug and Alcohol Policy:</u> The Grantee has adopted the Drug and Alcohol Policy as part of the Civil Service Commission Rules for all employees.</p>	<p>Benefits Specialist</p>	<p>Administrative Assistant</p>	<p>Upon employment then after on yearly basis during Pre-Service</p>	<p>Drug/Alcohol Policy</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008 - 2009**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<p><u>Acknowledgment of Job Description:</u> To ensure that personnel is aware of his/her job responsibilities.</p>	<p>Personnel Secretaries Personnel Officer</p>	<p>Administrative Assistant</p>	<p>Upon employment</p>	<p>Job Description</p>
<p><u>Civil Service Commission Rules Policies:</u> To ensure that employees are aware of policies and benefits.</p>	<p>Personnel Secretaries Personnel Officer</p>	<p>Administrative Assistant</p>	<p>Upon employment</p>	<p>Civil Service Commission Rules Policy Manual</p>
<p><u>Professional Development Plan:</u> <u>Personnel Training and Development Survey:</u> To ensure that employees get the appropriate trainings necessary to perform the job.</p>	<p>Personnel Secretaries Personnel Officer</p>	<p>Staff Development Director</p>	<p>Upon employment during Orientation</p>	<p>Professional Development Plan Personnel Training and Development Survey</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
 PROGRAM DESIGN AND MANAGEMENT PLAN
 SECTION: HUMAN RESOURCE MANAGEMENT
 2008 - 2009**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the program to provide and enhance the delivery of quality services to staff, children, and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<p><u>C.P.R. / First Aid Training:</u> To ensure that employees are trained and capable to assist children in an emergency.</p> <p><u>Performance Appraisals:</u> Performance Appraisals are implemented during the six (6) month probationary period and then after twice a year. This procedure is to identify training needs and monitor the employee's performance.</p> <p><u>Sexual Harassment Training and Safety Trainings:</u> To maintain a good and safe environment for employees.</p>	<p>Personnel Secretaries County Risk Management Staff</p> <p>Personnel Secretaries Personnel Officer</p> <p>County Risk Management Staff</p>	<p>Personnel Secretaries Administrative Assistant</p> <p>Administrative Assistant</p> <p>Administrative Assistant</p>	<p>On expiration date</p> <p>Probationary May / Dec.</p> <p>On going and on a yearly basis during Pre-Service</p>	<p>First Aid and C.P.R. cards</p> <p>Appraisal Forms</p> <p>Certificate of training</p>

POLICY COUNCIL APPROVED

**HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2008 - 2009**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program ensures that the Program effectively implements all Federal Regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will allow the Program to provide and enhance the delivery of quality services to staff, children and families in the area of Human Resource Management.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	DATE OF COMPLETION	DOCUMENTS OR FORMS
<p><u>Mandated Administrative Policies:</u></p> <ol style="list-style-type: none"> 1. Code of Ethics 2. Family Medical Leave Act 3. Time Keeping Requirements 4. Release of Public Information Notice 5. Sanitation and Infection Control Policy 6. Release of Children Policy 7. Child Abuse and Neglect Policy 8. Discipline and Guidance Policy 9. Confidentiality Policy 10. Civil Rights Policy 11. Standards of Conduct Policy 12. Dress Code Policy <p>These policies are to ensure the protection and safety of the employees, families, and children.</p>	<p>Personnel Secretaries Personnel Officer Administrative Assistant</p>	<p>Administrative Assistant</p>	<p>During Orientation and upon employment</p> <p>Annually during Pre-Service</p>	<p>Written acknowledgment of Policies</p>