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Coordinated Approaches to Human Resource Management



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Session Objectives:

- Review HSPPS for Human Resources Policies and Procedures
- Review Staff Qualifications for Head Start Staff
- Learn techniques for competency-based hiring
- Explore strategies for onboarding new staff



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Session Outcomes

- Identify what you need to know, do & oversee about staff recruitment and selection
- Learn techniques for competency-based hiring
- Learn strategies for successful onboarding

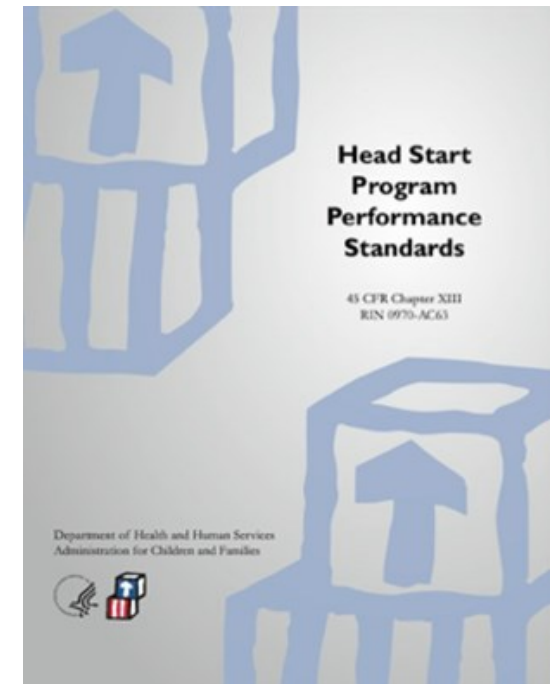


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Subpart 1- Human Resources Management

- 1302.90 Personnel Policies
- 1302.91 Staff Qualifications and Competency Requirements
- 1302.92 Training and Professional Development
- 1302.93 Staff Health and Wellness
- 1302.94 Volunteers





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1302.92 Training and Professional Development

- Orientation
- 15 clock hours
- Systematic approach to staff training and professional development (for education and family service staff)
- Research-based coaching strategy for education staff
- Program develops or adapts their approach to professional development (external)



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Training and Professional Development – 1302.29 (c)

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

(1) Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching;



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Subpart J – Program Management and Quality Improvement - 1302.100 Purpose.

A program must provide program management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high quality program services.





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Human
Resource
requirements

Human Resource Requirements

What you need to *know*

Federal Labor Laws

State regulations

HS and other funding
regulations

Union laws &
regulations

What you need to *do*

Keep abreast of new
HR trends,
requirements & issues

What you need to *oversee*

Personnel Policies
reflect HS requirements

Personnel records
include required
documentation

Standards of conduct
are developed &
monitored

Union agreements are
negotiated and met



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1302.91 Staff Qualifications and Competency Requirements



- Purpose
- Early Head Start or Head Start Director
- Fiscal Officers
- Child and Family Services Management Staff
- Coaches



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Child and Family Services Staff Qualifications and Competencies

- Qualification requirements for:
 - EHS center-based teacher
 - Head Start center-based teacher
 - Head Start assistant teacher
 - Family child care providers
 - Home visitors
 - Family services staff
 - Health professional



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Child and Family Services Staff Qualifications and Competencies

Competencies for:

- Center-based teachers
- Assistant teachers
- Family child care providers
- Home visitors



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Staff
Recruitment &
Selection

Competency-Based Hiring

Two Factors

1. Skills, knowledge & technical qualifications
2. Behavioral characteristics, personality attributes & individual aptitudes

Two kinds of competencies

1. Position-specific – abilities & behavior needed for role
2. Organizational fit



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Staff
Recruitment &
Selection

Staff Recruitment & Selection

What you need to *know*

Information about your
labor market

EEO regulations

What you need to *do*

Collaborate with HR
department

Involve PC in the hiring
process

Involve PC and GB (as
appropriate) in staff
termination process.

Develop
roles/responsibilities of
Personnel Committee

What you need to *oversee*

Staff hiring & terminations

Appropriate background
checks completed prior to
staff employment

Assure that staff are
effectively oriented to their
positions



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Deep Dive Staff Recruitment and Selection



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Staff
Recruitment &
Selection

Staff recruitment & selection: What you need to *know*

Information about your labor market

- Review Wage Comparability Study
- Review Community Assessment

EEO regulations

- No discrimination
- No retaliation



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Staff
Recruitment &
Selection

Staff Recruitment and Selection: What you need to *do*

Collaborate with HR department

- Recruitment & Screening
- Interview process
- Onboarding

Involve PC in hiring/terminating process

- Recruiting, screening & interviewing
- Seek approvals



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Staff Recruitment & Selection

Staff Recruitment and Selection: What you need to *oversee*

Staff hiring & terminations	All background checks prior to hire	Effective onboarding of new staff
<ul style="list-style-type: none">• Strive for workplace diversity• Know who is hired• Understand the circumstances leading to termination recommendations• Assure PC approvals	<ul style="list-style-type: none">• Assure system is in place to complete and monitor all background checks completed prior to employment.	<ul style="list-style-type: none">• More than just orientation• Time to test the "fit"



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Table Talk: Challenges in recruiting staff





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Activity

Develop a flow-chart that illustrates your orientation/professional development process.





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Discussion Questions:

1. Organizational Structure
2. Communication
3. Staff Qualifications/Staffing
4. Supervision
5. Human Resource Issues
6. Personnel Policies





Capacity Building Plan

Section Name:						
Form Number:						
Site Supervisor / Admin Supervisor:						
Full Name (Last, First, Middle Initial):						
Location of Headstart Center (Address):						
City/County/State/Zip:						
Head Start Supervisor:						
Describe the specific need / condition for capacity building:	Strength identified within Headstart:	Early Childhood Learning (0 to age 5 years old) indicator:	Home Visitation model (to age 5 years old) indicator:	Family Support / Services program model (to age 5 years old) indicator:	Head Start Supervisor (to age 5 years old) indicator:	Training/TA/TA Supervisor / Admin Supervisor (to age 5 years old) indicator:
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Thank you for your participation!