

PLAN
FOR HIRING / TERMINATING
EMPLOYEES

Tri-County Community Council, Inc.
HEAD START
PLAN FOR HIRING/TERMINATING EMPLOYEES

A. RECRUITING EMPLOYEES

1. Ads will be placed in newspapers in each county when a job opening is available.
2. Notices will also be sent to all of the Tri-County Community Council sites.
3. Both internal and external applicants will be encouraged to apply.
4. If the position has adequate numbers of current employees who qualify, we may choose to advertise internally only.
5. All things being equal, we like to promote from within.
6. Staff will encourage parents to apply for positions when they demonstrate skills or interest.
7. All interested parties must fill out an application for employment.

B. REVIEWING APPLICATIONS

1. Applications will be reviewed by members of the Interview Team.
2. The top three or four applicants will be interviewed.

C. ARRANGING FOR THE INTERVIEWS

1. The candidates selected will be called for an interview time by the Director's Assistant.
2. If none of the times are convenient, an attempt to make other arrangements will be made.
3. Interviews are scheduled every 20 minutes.

D. THE INTERVIEW PROCESS

1. Interviews will be held at the site of the job opening.
2. Interviewers will be provided a list of the candidates in order of the time of interview.
3. The Interview Team will consist of:
 - Head Start Director
 - At least one member of the management team
 - Immediate supervisor and/or Center Coordinator
4. Interviews follow a regular format:
 - Introductions
 - History of Head Start and program information
 - Details of the job and benefits / Any special requirements
 - Question and answer period (each reviewer speaks in order)
 - Candidate's questions
 - Thank the candidate for participating and explain about notification
5. After interviews are completed, the interviewers discuss which candidate would be best for the job.

E. THE HIRING PROCESS

1. The Director's Assistant calls for references on the first choice. Employment history checks are made.
2. If all references check out favorably, the candidate is called and offered the job.
3. A starting date is determined and arrangements are made for orientation at Tri-County Community Council through the Human Resources Manager.
4. The other candidates who were interviewed are called and thanked for applying, and are encouraged to apply again. Applications are kept on file for one year, and all they need to do is call the Tri-County office and have it pulled.
5. The position does not become official until Policy Council and the Board of Directors approves it at their next monthly meeting even though the employee may begin work before then.

F. ORIENTATION PROCESS

1. The new employee attends orientation at Tri-County Community Council. At that time, screenings take place, benefits are explained, and all special programs (such as Drug Free Workplace) are explained. Also, some of the necessary paperwork is filled out.
2. When the new employee completes Tri-County's orientation, then the new employee will attend orientation at the Head Start administrative office which will include Child Abuse & Neglect training and specific job information.
3. The employee receives a copy of the Performance Standards and other pertinent documents during the first few months of service.
4. The immediate supervisor spends a lot of time helping the new employee adjust to the many duties of the job.
5. A professional development plan is completed with the help of the Education Specialist and is adjusted annually to meet new needs.

G. EVALUATIONS

1. New employees receive a lot of feedback the first few months.
2. New employees receive a formal evaluation at 3 months and 6 months of service.
3. The probationary period lasts 6 months.
4. All employees receive an annual evaluation.
5. For employees who need it or want it, a mentor is assigned. The mentor will guide the employee during the first year of employment.

H. TERMINATING EMPLOYEES

1. For employees who cannot function adequately in their jobs, even after much coaching and mentoring, termination will be used before the probationary period is concluded.

2. Before anyone is terminated, all efforts will be made to help the employee improve. Additional training is possible at that time.
3. Occasionally, employees are just in the wrong job, and a job change may save that employee.
4. When all avenues have been exhausted and the employee is still inadequate, termination may occur. The recommendation will be sent to the Executive Director who will send a letter to inform the employee.
5. Any annual leave accumulated by the employee will be paid upon termination.
6. Efforts will also be made to help the employee find suitable employment elsewhere when requested.

J. STAFF RETENTION

1. When possible, and certainly every 2-3 years, the pay scale needs to be adjusted to reflect increases for attracting and retaining employees (when budget allows).
2. Staff issues should be addressed quickly.
3. Staff will have the opportunity to request special help when needed.
4. Let staff know when they are doing a good job.
5. Assign a mentor when requested.
6. Provide opportunities for advancement.
7. Provide recognition at the annual Awards Banquet.
8. Provide opportunities to have fun together.



TRI-COUNTY COMMUNITY COUNCIL, INC.

HEAD START
PARENT TRAINING PLAN
 2009-2010

<u>MONTH</u>	<u>PERFORMANCE STD.</u>	<u>TOPIC</u>	<u>FORMAT</u>	<u>COMPLETED</u>
August		Orientation to Head Start	Orientation	
August	1304.40(b)(1)	Community Resources Available	Parent Handbook	
August	1304.40(d)(3)	Extended Care	Enrollment	
August	1304.22(c)	Giving Medication	Parent Handbook	
August		Male Involvement	Parent Handbook	
August		Health Services	Parent Handbook	
August	1304.40(a)(1)(3)	Family Plans & Goals	Enrollment	
August	1304.22(b)(3)	What Your Center Needs to Know About the Health of Your Child	Enrollment	
August	1304.50(a)(1)	Shared Governance	Orientation	
August	1310.21	Transportation Safety Vehicle & Pedestrian Safety	Handout	
September		Parent Committee Training	Parent Meeting	
September	1304.40 (a) (1-5)	Getting to Know You	Family Night	
September		Welcome	Newsletter	
September		Volunteer Training	At Centers	
October	1304.22(d)(2)	Health & Home Safety for Children	Newsletter	
October		Policy Council Training	Workshop	
October	1304.40(b)(1)(iii)	Where and How to Get Your GED	Parent Meeting	
October		Family Reading Night/Family Literacy I am Moving I am Learning	Family Night	
November	1304.23(d)	Reading Nutrition labels/Nutritional Needs	Newsletter	
November	1304.23(a) & (d)	Budgeting Food Dollars-Healthy Eating	Family Night Hand Outs	
November	1304.22(b)(3)	Preventing the Spread of Infectious Diseases	Parent Meeting	
December		Making Time for Myself-What about ME?	Newsletter	
December		Motor Skills	Parent Meeting	
December		Mom's Night Out-crafts/cake decorating/sewing	Family Night	
January		Social Development	Newsletter	
January		Budgeting	Hand Out	
January		Feeling Better about myself	Parent Meeting	
January		Financial Literacy	Family Night	
February		Health Issues-Finding a Doctor/Dentist	Parent Meeting	
February		Handling Stress-Depression/Counseling	Newsletter	
February		Race Car Night	Family Night	
March		Exercise/Quitting Smoking	Newsletter	
March		Managing Children's Behavior	Parent Meeting	
March		Family Fitness/Weight/diet control	Family Night	
April		Finding a Doctor/Dentist	Newsletter	
April	1304.40(3)(i) & 1304.21(c)(2)	Learning Disabilities-Special Needs	Hand Out	
April		Family Time	Parent Meeting	
April		Family Game Night	Family Night	
May		Getting Ready for Kindergarten	Newsletter	
May		Exploring Cultures	Parent Meeting	
May		Parent Potluck Night	Family Night	

Staff Development Plan

Subject: Staff Development

Goal: To Hire a retain qualified staff

Objective: To provide the training and assistance needed for staff to regain the Knowledge and skills to perform their responsibilities

Staff is recruited through advertisement of job opening in the local newspapers and in-house job postings. After the job posting has ended then all applications are sent to the Head Start Director. The Head Start Director and program coordinators view the applications and choose the top three or four applicant depending on the position being interviewed. The administrative assistant then calls and sets up the interviews. There are three to four people in on the interview team which consists of the director, center coordinator, and one of the program coordinators. After the interviews the interview team will choose their first, second, third choice. The administrative assistant checks the work history of the applicant that was chosen. If all reference check out then the applicant is called and offered the job. All applicants are called and informed of the decision whether or not they were chosen for the job or not at this time. Once the applicant is hired an orientation time is set up through Human Resources. The applicant is informed of the time and place of orientation.

There are three types of orientations the new staff member will attend. The first orientation is through Tri-County which includes all the necessary documentations, Substance Abuse & Blood Borne Pathogens Video/Training Certifications, agency Information, Personnel Policies and Procedures, Background Screenings, Drug testing, and each employee will receive an employee handbook. Next, is the classroom evaluation, if the new staff member is a teacher or teacher assistant. This orientation is done over a period of a month in the center with the center coordinator. The orientation is divided into week 1, 2, 3, and 4 which covers everything that pertains to the center and working with the children and families.

All new staff and staff that change positions go through a six month probationary period. Evaluations are completed after three months, six months and annually. After a satisfactory probationary period is completed, a mentor is assigned to the person. Teachers will be assigned a mentor in the education field. The mentor will work with the new staff member on the specifics of the job. At the end of the six month probationary period, a Professional Staff Development Plan will be completed with the new staff member. Professional Staff Development Plan are completed on all staff and updated annually unless a person change job position.

According to Chapter 65C-22 of the Florida Administrative Code and Child Standards, every center employee must take the required 45-Hour Introductory Child Care Training Courses that includes the following:

Part I Introductory Child Care Training Courses

(All 30-Hour Required)

Child Care Facility Rules and Regulations	6- Hour
Health, Safety and Nutrition	4-Hour
Identifying and Reporting Child Abuse and Neglect	4-Hour
Child Growth and Development	10-Hour
Behavior Observation and Screening	6-Hour

Part II: Introductory Child Care Training Courses

(Choice/Availability)

Preschool Appropriate Practices	10-Hour
Special Needs Appropriate Practices	10-Hour
*Emergent Literacy for VPK Instructors	5-Hour
Basic Guidance and Discipline	5-Hour
Computer Technology for Child Care Professional	5-Hour

The new staff member is registered for the required training by the Education Specialist. The Education Specialist will work with the new staff member on the time of the courses to accommodate their time schedule unless the courses are not offered again in the time frame that is needed to complete the requirements. There is a competency test that has to be schedule and paid for by the staff member in order to receive a certificate of completion. The staff member will be inform of the requirements that goes along with each module. The required training is also offered through a college credit course and when ever possible the Education Specialist will enroll new staff members in the college course Program for Young Children. This course serves dual purposes for staff members that are hired without credentials (teacher assistant). The staff member can receive the requiured training and sloe get college credit for the course. This class can also be counted when they begin working on their CDA. If a staff member is hired without credentials then the Education Specialist will work with them on beginning the work to receive their CDA after completion of the required courses.

All teachers must have a two –year degree. If a teacher’s degree is out of field then the teacher will be required to take six additional classes in Early Child Development. The Education Specialist will work with the staff member that needs the additional courses. The Education Specialist will track the progress of the additional classes that are required.

All staff will receive required and requested training through large and small groups. AS much as possible training will be done in small groups as to individualize each of the staff member specific needs. The staff member will have an opportunity to request training. Training needs will be identified through observations, self evaluations, three months, six months and annual evaluations. In-service training is done at the beginning of

the program year. Throughout the year training is done when training needs are identified a training request will be filled out and submitted to Education Specialist. The Education Specialist will schedule training for the particular need as soon as possible. The Education Specialist will track all training in-house and outside of the agency.

All staff must have a High School Diploma or GED.

All staff must complete the 45-Hour Introductory Child Care Training Courses.

All staff must complete 15 clock hours of annual in-service training beginning July 1 and ending June 30 of the following year.