

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: HEAD START PROGRAM
STAFF

ADOPTED: October 5, 2011

REVISED:

315. HEAD START PROGRAM STAFF	
<p>1. Purpose 42 U.S.C. Sec. 9837 45 CFR Part 1301</p> <p>45 CFR Sec. 1304.50</p>	<p>The School Reform Commission recognizes its responsibility to ensure that parents/guardians and community members have an effective and active role in the policies and decisions regarding the employment, evaluation, compensation, and termination of Prekindergarten Head Start program staff to ensure shared decision-making.</p> <p>To ensure appropriate parental and community involvement, the district shall establish a Prekindergarten Head Start Policy Council (Policy Council) in accordance with federal regulations.</p>
<p>2. Authority 42 U.S.C. Sec. 9837 34 CFR Sec. 1301.31, 1304.50, 1304.52</p>	<p>The SRC directs district staff to work with the Policy Council to develop and review program personnel policies and subsequent changes to those policies, which shall include, at a minimum:</p> <ol style="list-style-type: none"> 1. Descriptions of each staff position, addressing, as appropriate, roles and responsibilities, relevant qualifications, salary range, and employee benefits; 2. A description of the procedures for recruitment, selection and dismissal of any person who works primarily for the Prekindergarten Head Start program, including the program director; 3. Standards of conduct for program staff, consultants and volunteers; 4. Descriptions of methods for providing staff and volunteers with opportunities for training, development, and advancement; 5. A description of the procedures for conducting staff performance appraisals; 6. Assurances that the program is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, religion or disability; and 7. A description of employee-management relation procedures, including those for managing employee grievances and adverse actions.

Program policies shall be approved by the Policy Council and the SRC.

References:

Powers and Functions of Head Start Agencies – 42 U.S.C. Sec. 9837

Head Start Program Administration – Title 45, Code of Federal Regulations –
45 CFR Part 1301, 1304

**SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF EARLY CHILDHOOD EDUCATION
PREKINDERGARTEN HEAD START**

**ADDENDUM TO
SCHOOL REFORM COMMISSION POLICY 315**

**AS RECOMMENDED BY
THE PERSONNEL COMMITTEE OF
THE PREKINDERGARTEN HEAD START POLICY COUNCIL**

1st Revision	September 1980
2nd Revision	April 1982
3rd Revision	February 1982
4* Revision	June 1982
5th Revision	November 1983
Reviewed	Spring 1991
Reviewed	February 1999
Reviewed/Edited	June 2002
Revised/Approved	January 2008
Reviewed/Approved	February 2009
Under Review	July 2011

*Formerly "Additions to the School District of Philadelphia
Prekindergarten Head Start Policies and Procedures"*

INTRODUCTION

The School District of Philadelphia is the eighth largest school district in the nation, by enrollment. Located in a historic and culturally rich setting, we are a racially and ethnically diverse community committed to education. We are students, parents, teachers, staff, and community members. The School District of Philadelphia is governed by a five-member School Reform Commission (SRC), established in December 2001, when oversight of the School District shifted to the Commonwealth of Pennsylvania. The Governor of Pennsylvania appoints three of the SRC members, while the Mayor of Philadelphia appoints two members of the commission.

One of the programs operated by the District is Prekindergarten Head Start. This program receives funds from the Office of Health and Human Services, Administration for Children and Families under the U.S. Department of Health and Human Services. The program is also funded through the Commonwealth of Pennsylvania’s Head Start Supplemental Assistance Program. The District is the Grantee Agency which, along with its Delegate Agency Asociación Puertorriqueños en Marcha (APM) and partner child care agencies, offers Head Start services to 6,239 children, ages 3 to 5 years old.

In all aspects, it is the District's belief that parents are an essential element of every excellent education program. The Prekindergarten Head Start (PKHS) program is totally committed to meaningful parent involvement, not only as volunteers, paid staff, primary teacher in the home, but also as participants in shared governance of the program.

The District, in accordance with the Head Start Act and Head Start Performance Standards, has cooperated in establishing a Policy Council. This Council worked in partnership with the District in the development of the School Reform Commission Policies governing the employees of the District, including those who work in PKHS program, thereby, clarifying the important participatory role of parents in human resources and personnel operations.

This addendum to SRC Policy 315 was developed in partnership with the Office of Talent Acquisition, the Office of Labor Employee Relations and the Office of the General Counsel to clarify procedures related to Policy 315. This document describes the procedures that will be used by the PKHS program to ensure compliance with CFR Sec. 1301.31, 1304.50 and 1304.52.

This Addendum to Policy 315 was reviewed and approved by

Signature, SRC Representative

Signature, Policy Council Chair

Name (Printed)

Name (Printed)

Date

Date

1) **STATEMENT OF ACCEPTANCE OF GENERAL PERSONNEL PROVISIONS AND PRACTICES OF THE SCHOOL DISTRICT OF PHILADELPHIA**

The Head Start Policy Council of the School District of Philadelphia's Prekindergarten Head Start Program recognizes that the Personnel Policies and Procedures of the School District of Philadelphia are acceptable. The parents accept the general provisions and practices outlined in these documents with the stipulation that parents must be involved in the selection and termination/procedures (i.e. hiring and firing of the Director and all program staff—both center-based and support), reduction-in-force provisions, disciplinary and grievance procedures and program evaluation within the School District of Philadelphia Prekindergarten Head Start Program.

2) **PERSONNEL COMMITTEE**

To encourage meaningful parent involvement in the process of screening, selections and appointments as it involves professional staff, a standing Personnel Committee will be formed:

- The Personnel Committee of the Policy Council shall be composed of at least five active, voting members of the Head Start Policy Council.
- Representatives of the School District Office of Talent Acquisition, the Head Start Director and/or members of the Prekindergarten Head Start (PKHS) Administrative team may support and participate in the deliberations of the Committee, but are not voting members of the committee.
- The Personnel Committee will participate in the hiring process for all PKHS program positions including those that fall under Direct Hiring Procedures and Merit Hiring Procedure, including the Director of the PKHS Program.
- The recommendations of the Personnel Committee will be submitted to the Policy Council for review and approval/disapproval before action is taken in personnel matters.

3) **HIRING OF PREKINDERGARTEN HEAD START PERSONNEL**

The PKHS Administration is responsible for ensuring the participation of the Policy Council in all hiring decisions. The PKHS Administration is also responsible for ensuring collaboration with other District Offices, including the Office of Talent Acquisition (OTA) and its related departments, Labor Employee Relations, and the Office of General Counsel. This is achieved through following the policies and procedures.

a) **Declaration of Vacancy**

The PKHS Administration is responsible for notifying the Policy Council of any vacancy in program personnel. Once notified, the issue is referred to the Personnel Committee to coordinate and support the hiring process using the following procedures.

b) **Preferential Hiring**

Per the Head Start Performance Standards, the PKHS program gives preference in the hiring process to the parents/guardians of children currently or formerly enrolled in the Head Start program. The eligibility criteria for all Direct Hire, Parent Involvement Coordinator, Parent Involvement Assistant and Teacher Assistant positions *must include the requirement* that an applicant be the parent/guardian of a child currently enrolled in Head Start or enrolled within the

past five years. It is the responsibility of the PKHS program to verify this information. For all other positions, a candidate who meets all the other requirements and is also a parent/guardian of a child currently or formerly enrolled in Head Start will receive preference for the position.

c) Direct Hiring in Prekindergarten Head Start

The PKHS program has direct responsibility to manage the hiring process, including recruitment and screening, for certain paraprofessional positions. For these positions (listed below) the OTA provides only administrative support and completes the final steps in processing candidates for employment.

For these positions, eligibility must include the requirement that candidates are the parents/guardians of children currently enrolled in Head Start or enrolled within the past five years.

i) Eligible Positions - Direct Hire

The following PKHS program positions are eligible for the Direct Hire process

- Substitute Teachers Assistant
- Noontime Aide
- Noontime Aide Substitute
- Special Needs Assistant
- Supportive Service Assistant
- Maintenance Repair (12 Months)
- Maintenance Repair/Cleaner (10 Months)

ii) Job Classification/Compensation - Direct Hire

The PKHS Administration and the Personnel Committee are jointly responsible for preparation of job descriptions for the direct hire positions in the PKHS Program. Descriptions will include duties, responsibilities, knowledge and abilities of the employee. Compensation schedules will be set in accordance with the applicable collective bargaining agreement.

iii) Job Announcement and Recruitment - Direct Hire

The Program Administrator and Personnel Committee members shall prepare job announcements.

- A position(s) is identified for hiring by the PKHS Administration and Personnel Committee then submitted to the Policy Council for approval.
- Once the position is approved by Policy Council, the job announcement is jointly developed by the Personnel Committee and the PKHS Administration.
- The Job Announcement is then submitted to the Policy Council for approval.
- Once it is approved, the Job Announcement is posted and is distributed to all PKHS centers in the School District of Philadelphia, as well as to the Delegate agency and Head Start partner agencies (Contractual Comprehensive Service providers). The announcement is also made available through PKHS Support Staff to all interested parents.

iv) Applications - Direct Hire

Upon announcement, qualified parent candidates may submit an application for employment at the PKHS Central Office.

v) Screening - Direct Hire

The PKHS Administration and Personnel Committee are jointly responsible for devising the screening process. These steps will be followed in the process of establishing and/or filling positions:

- Criteria for the position are jointly developed by the Personnel Committee and the PKHS Administration.
- When applications are received, the Personnel Committee with staff support screen candidates for eligibility based on the established criteria.
- Approved candidates are then interviewed by a panel comprised of members of the Personnel Committee and appropriate PKHS Staff.

vi) Selection - Direct Hire

Following the interview process, candidates will be ranked for selection by the Personnel Committee.

- Selections are made jointly by staff and Personnel Committee.
- The Personnel Committee will present a recommendation of the selected candidate(s) to the Policy Council for approval/disapproval.
- The list of approved candidate(s) is forwarded to the OTA for final employment processing and notification.

d) Merit-Based Hiring In Prekindergarten Head Start

The PKHS program coordinates with the OTA for merit-based hiring for the PKHS program. For these positions, the OTA manages the employment process and has primary responsibility for recruitment, initial screening and processing of candidates. The PKHS Program and Personnel Committee participate in the process as described below (in i through viii) and make recommendations to the Policy Council, which must approve the selection of the candidate(s). For these positions, whenever possible, preference is given to a candidate that meets the eligibility criteria and is the parent/guardian of a child currently enrolled in Head Start or enrolled within the past five years.

The PKHS Administration is responsible for declaring all vacancies in the eligible positions to the Policy Council for their approval to fill the said position.

i) Eligible Positions – Merit-Based Hire

The following PKHS program positions are eligible for the merit-based hiring process

- Director
- Head Teacher
- Teacher
- Teacher Assistant*
- Assistant Director
- Program Manager
- Education Field Coordinator

- Health Coordinator
- Nutritionist/ Nutrition Coordinator
- Parent Involvement Coordinator*
- Social Services Coordinator
- Pre-K Instructional Specialist
- Special Needs Coordinator
- Nurse
- Social Worker
- Family Services Field Representative
- Nutrition Field Representative
- Parent Involvement Assistant*
- Special Projects Assistant II
- Computer Trainer
- Data Management Assistant
- Clerk
- Secretary
- Truck Driver (interview process managed by Facilities)

** Indicates position must include requirement that applicants be Head Start parents per 3)b) Preferential Hiring*

ii) Job Classification/Compensation – Merit-Based Hire

The PKHS Administration informs the Personnel Committee of vacancies in the program as they occur and/or informs the Personnel Committee as new positions are needed. The revision of a position description or the development of a new position description for a merit-based position is the joint responsibility of PKHS Administration, the Personnel Committee and the OTA. The job descriptions must comply with OTA policies and procedures for job descriptions and the process must be coordinated with the job requisition system and other offices in the District, including the Office of Management & Budget. Once developed, all position descriptions must be approved by Policy Council prior to becoming a position within the PKHS program.

iii) Job Announcement and Recruitment – Merit-Based Hire

Once the position description is approved by Policy Council, the job announcement is posted per OTA guidelines. In addition, the announcement can be distributed to PKHS centers, School Administrative Offices, all Early Childhood sites, and all contractual service partnerships agencies and the delegate agency.

iv) Applications – Merit-Based Hire

Upon announcement, qualified candidates may submit an application for employment to the OTA per District policies and procedures.

v) Screening – Merit-Based Hire

The Personnel Committee participates in many stages of the screening process. In addition to assisting in the development of the position descriptions, which defines minimum and preferred qualifications for the position, Personnel Committee members participate in the development of interview questions/oral exams and in the interview panels. The screening process proceeds as follows:

- The OTA completes initial screening of candidates to determine if they meet the qualifications/requirements of the position.
- The OTA will inform potential candidates when applications do not meet established criteria.
- In accordance with SDP policies, the OTA uses the results of the initial screening to develop a list of candidates for further selection which is presented to the PKHS Administration and Personnel Committee.
- Representatives of the Personnel Committee participate in the interview panel/oral exam committee for all PKHS program positions that are eligible for merit-based hiring, including both center-based and support positions.
- For certain positions, a written exam will be conducted by the OTA. This exam may be conducted before or after the interview/oral exam.

vi) Selection – Merit-Based Hire

Following the interview/oral exam, the OTA compiles the scores from the initial screening, written exam and/or interview/oral exam and creates a final list of candidates, which it provides to the PKHS Administration and Personnel Committee for final selection of the candidate(s).

- The Personnel Committee presents its recommendation to the Policy Council for approval. Please note that the Policy Council adheres to confidentiality and the names of candidates are not included in the information presented to the full Policy Council.
- If approved, the PKHS Administration will provide the information to the OTA and the process will then follow SDP procedures for offering employment and processing.
- If not approved, the PKHS Administration and Personnel Committee will attempt to resolve the issue and, if needed, the position may be reposted for a new round of applications. In that case, the Personnel Committee will follow procedures above following iv) Applications.

vii) Employment of the Director, Prekindergarten Head Start

There are additional requirements for the selection of a Director for the Head Start program that are specified in the Head Start Performance Standards noted below:

- Once the candidate for the position is approved by the Policy Council, the District's Office of Early Childhood Education and the Policy Council present their joint recommendation to the Office of Head Start via the Regional Office (Region III) for final approval prior to hire.

viii) Employment of Teachers for Prekindergarten Head Start

In the event that the PKHS program has a teacher vacancy and posts for the position, the OTA and the PKHS program will follow the procedures described above (i through vi), including the interview process for current District employees who wish to transfer into the Head Start program and have not been through an interview process which involved the Personnel Committee. Please refer to Section 6) Transfers and Bumping for additional clarification.

In order to comply with the collective bargaining agreement between the School District of Philadelphia and the Philadelphia Federation of Teachers, the OTA and PKHS program will need to implement the procedures described above (i through vi) for all District teachers with an early childhood certification. This process will be put into effect starting with all new teacher with the relevant certification hired for the 2011/12 Academic Year and any teachers who

acquire an early childhood certification after the 2010/11 Academic Year. Please refer to Section 6) Transfers and Bumping for additional clarification.

Because this will potentially result in a large number of interviews, the Policy Council Personnel Committee can authorize current and active members of the Policy Council to serve on interview panels for teachers. The PKHS Administration will be responsible for ensuring that these representatives receive appropriate training in the interview process, in coordination with the OTA.

4) **DISMISSAL OF PREKINDERGARTEN HEAD START PERSONNEL**

The appropriate Administrator, after properly documenting facts, may recommend dismissal of a PKHS Program staff member. In addition to following standard SDP procedures, the following actions should be taken:

- The PKHS Administration informs the Policy Council Personnel Committee of the recommendation to terminate an employee(s).
- The Personnel Committee reviews the recommendation. The Personnel Committee can request additional information from the PKHS administration and from the employee, at their discretion.
- The Personnel Committee makes a recommendation to the Policy Council for their approval/disapproval.
- The recommendation of the Policy Council will be presented to the PKHS Administration.
- If the recommendation of the PKHS Administration and the Policy Council are the same, the matter is closed and the termination will proceed through normal District procedures.
- If the recommendation is different, the PKHS Administration and Personnel Committee will attempt to resolve the issue and, if needed, follow the Policy Council's impasse procedure.

a) **Dismissal of the Director**

There are additional requirements for the termination of a Director for the Head Start program. Termination of the Director will occur in accordance with the following regulations:

- Provisions of the School Code (24 P.S. 11-1122)- "The only causes for termination of a contract heretofore or hereafter entered into with a professional employee shall be immorally, incompetence, intemperance, cruelty, persistence negligence, mental derangement, persistence and willful violation of the School Laws of the Commonwealth on the part of the professional employee")
- School District Policy regarding the dismissal.
- Constraints of the employee bargaining unit agreement (CASA).

The following procedure will be used for the termination of PKHS Director:

- The Deputy Chief of the Office of Early Childhood Education informs the Policy Council of the recommendation to terminate the Director and presents relevant information.
- The Personnel Committee of the Policy Council will review the recommendation. The Personnel Committee can request additional information from the District administration and from the employee, at their discretion.
- The Personnel Committee makes a recommendation to the Policy Council for their approval/disapproval.

- The recommendation of the Policy Council will be presented to the Deputy Chief of the Office of Early Childhood Education.
- If the recommendation of the Deputy Chief, Office of Early Childhood Education and the Policy Council are the same, the matter is closed. The Deputy Chief will inform the Office of Head Start via the Regional Office (Region III). The termination will then proceed through normal District procedures.
- If the recommendation is different, the Deputy Chief, Office of Early Childhood Education and the Policy Council Personnel Committee will attempt to resolve the issue and, if needed, follow the Policy Council's impasse procedure.

5) REDUCTIONS IN FORCE, SUSPENSIONS, FURLOUGHES

In the event that the School District of Philadelphia plans to reduce, suspend or furlough (lay-off) PKHS personnel, the District and PKHS Administration must follow the procedures described under 4) Termination of PKHS Personnel.

6) TRANSFERS AND BUMPING

Teachers employed by the Head Start program in the 2010/11 academic year and all other teachers with an early childhood certification that were employed by the District in the 2010/11 academic year will be grandfathered into a pool of teachers eligible for teaching positions in the prekindergarten Head Start program in the event of a transfer or through bumping. This does not include situations in which the PKHS program posts for a teacher position which results in a teacher voluntarily seeking employment in the Head Start program.

As noted in Section 3)d)viii) related to employment of teachers, all new teachers with early childhood certification hired for the 2011/12 Academic Year and any teachers who acquire an early childhood certification after the 2010/11 Academic Year will go through an interview process that includes Policy Council representatives and will therefore be eligible to bump and/or transfer into a PKHS teaching position.

7) DISCLOSURE

The School District of Philadelphia must adhere to the following regulations as they relate to the background screening and employment of personnel, including personnel for the PKHS program.

- PA Public School Code – 24PS Sec. 1-111 as amended.
- SRC Policies and Procedures
- Head Start Act: Section 648A(g)(3)(A), (B) and (C)

8) GRIEVANCE PROCEDURE

The PKHS program will follow the policies and procedures of the School District and all applicable collective bargaining agreements. In addition to these procedures, the PKHS Administration will undertake the following in relation to the Policy Council Personnel Committee:

- Within five days after receiving the grievance, the Administrator shall discuss the grievance with the Policy Council Personnel Committee. The Administrator will communicate the decision in writing to the employee who has lodged the grievance and to the applicable Collective Bargaining Unit Representative.

- If the employee is dissatisfied, he/she may appeal the decision of the Administrator to the Policy Council Personnel Committee. The recommendations of the Personnel Committee must go to then Policy Council for their approval/disapproval.
- Within five (5) days after receiving the recommendation of the Policy Council, the aggrieved employee may wish to follow remaining procedures for grievance as described in the applicable collective bargaining agreement.