

**Coordination of Personnel Requirements  
College Station ISD  
and  
Head Start/Early Head Start Program**

<b>Performance Standard</b>	<b>Head Start Program</b>	<b>CSISD Personnel Policies</b>	<b>Notes</b>
1304.52(a)(1)	Organizational structure	District /Program Plans	
1304.52(b)(1-2)	Qualified Staff	Job Descriptions—minimum qualification section	
(b)(3)	Preference for Head Start parents		Addendum, Part 1
(b)(4)	Familiar with ethnicities of program and able to communicate with them		Addendum, Part 2
(c)	Director—management capacity in human services	Job Description	
1304.52(d)(1)	Education staff qualifications	Job Description—Ed Facilitator	
(d)(2)	Health staff qualifications	Job Description—Nurses	
(d)(3)	Nutrition staff qualifications	Job Description—Child Nutrition	
(d)(4)	Mental Health staff qualifications	Job Description—Counselors	
(d)(5)	Family/Community staff qualifications	Job Description—F/CP Facilitator	
(d)(6)	Parent Involvement staff qualifications	Job Description—Parent Involvement Specialist	
(d)(7)	Disability staff qualifications	Job Description—Special Services	
(d)(8)	Financial staff qualifications	Job Description—Business Services	
1304.52 (g)(1)	Maintaining staff ratios set forth in 1306.20		Addendum, Part 3
(g)(2)	Staff speaks language of majority of children		Addendum, Part 4
(g)(3)	Substitutes to maintain ratios	Substitute Handbook, page 2	Addendum, Part 5
1304.52(h)(1)	Standards of conduct	Attachment “B” from CSISD Employee Handbook: Employee Standards of Conduct	Core values
(h)(1)(ii)	Confidentiality policies	Attachment “C” from CSISD Employee Handbook: Standards of Conduct	Confidentiality training; documents

Performance Standard	Head Start Program	CSISD Personnel Policies	Notes
(h)(1)(iii)	No unsupervised child		Addendum, Part 6
(h)(1)(iv)	Positive guidance		CD policy
1304.52(h)(2) & (3)	No gratuities and consequences for acceptance	Attachment "A" from CSISD Employee Handbook: Fraud and Financial Impropriety	
1304.52(i)	Performance appraisals	Attachment "E" from CSISD Employee Handbook: Performance Evaluation	Addendum, Part 7
1304.52(j)(1)	Staff and volunteer health		Required on job description
1304.52(j)(2)	Tuberculosis screening		Required on job description
1304.52(j)(3)	Wellness information available		August Institute Window on Wellness
1304.52(k)	Training and staff development	Attachment "F" from CSISD Employee Handbook: Performance Evaluation	
(k)(1)	New staff training	New Employee Orientation	Addendum, Part 8
(k)(2)	Structured staff training		Training Plan
(k)(3)(i)&(ii)	Child Abuse training/Successful transitions	Attachment "E" from CSISD Employee Handbook: Reporting Suspected Child Abuse	
(k)(4)	Orientation for governing bodies		Training Plan

Items 1304.52(e), (f), (g)(5) are not applicable to this program.

Revised: September 16, 2010