

HEAD START of LANE COUNTY
Training Committee Membership and Responsibilities
Updated November 2024

- 1) **Membership:** To ensure representation from each region and job classification, the following minimum guidelines are recommended (one person might fulfill several categories)
 - a) One representative from each region and department.
 - b) One Regional Manager
 - c) One Regional Assistant
 - d) One Family Service Coordinator
 - e) One Early Childhood Education Coordinator
 - f) One Education staff from each program model option
- 2) **Meetings**

The Committee will meet one time per month, 9:00-10:30 on the 4th Friday at the central office or on Teams. Meetings may be added or canceled, as needed by the group.
- 3) **Responsibilities**
 - a) Recommend strategies for implementing performance standards and program policies and procedures related to training and staff development.
 - b) Develop annual training plan.
 - c) Develop and implement annual training schedule, including all staff, pre-service, ongoing training and annual training assessment.
 - d) Review Teacher Quality plan and recommend dispersal of Teacher Quality Dollars.
- 4) **Timelines**
 - a) September: Creating preservice survey; review effectiveness.
 - b) October – December: Debrief pre-service, recommend changes. Monitor budget, approve Tuition Assistance. Make recommendations as to the structural approach to staff training and development. Communicate with other committees regarding recommendations for improvement.
 - c) January – March: Develop training budget for grants, monitor current year budget and tuition assistance. Begin planning March All Staff, April Teacher Training; begin pre-service discussion.
 - d) February: Review Grantee Improvement Plan (GIP). Monitor budget and tuition assistance funds. Continue to review April Teacher Training plans. Develop training plan for the following year, including review of staff orientation process.
 - e) March: Monitor budget and tuition assistance funds. Review training efforts, effectiveness, needs, particularly related to individualized training plans for staff.
 - f) April: Monitor budget and quality dollars. Plan preservice for the following year.
 - g) May: Continue planning pre-service for following year.
- 5) **Mandatory Trainings**
 - a) Refer to the Training Schedule for a comprehensive list of trainings Head Start is required to provide.

Head Teacher & Teacher Educational Support Guidelines

Tier Definitions:

Tier 1) Early Head Start and Head Start Teachers working towards an Infant/Toddler, Home Visitor, or Preschool Child Development Associate (CDA) credential, a Certificate in Early Childhood Education, or an associate degree in Early Childhood Education or related field. Tier 1 requests are reimbursed at 100%, contingent upon funds available.

Tier 2) Early Head Start and Head Start Classroom Aides working towards an Infant/Toddler, Home Visitor, or Preschool Child Development Associate (CDA) credential, a Certificate in Early Childhood Education, or an associate degree in Early Childhood Education. Tier 2 requests will be evaluated on a case-by-case basis.

Tier 3) Early Head Start and Head Start Head Teachers working towards a bachelor's degree in early childhood education or related degree. Tier 3 requests will be evaluated on a case-by-case basis.

Tier 4) Continuing education for Early Head Start and Head Start teaching staff wishing to move beyond the degree requirements of their current position. Tier 4 requests will be evaluated on a case-by-case basis.

Tier 5) Substitutes or permanent employees that have graduated from the SEEKERS Program and are working towards a Child Development Associate (CDA) credential, a Certificate in Early Childhood Education, or an associate degree in Early Childhood Education or related field. Tier 5 requests will be evaluated on a case-by-case basis.

Funding Parameters:

- a) Teacher Quality Dollars may be requested for expenses associated with the acquisition of a Child Development Associate (CDA) credential, or for the tuition, fees, or books necessary for required coursework in the pursuit of a degree in or relating to Early Childhood Education.
- b) Passing grades are required for individuals that receive financial assistance from Head Start of Lane County. If an individual receives a Failed or Incomplete grade, the employee must work with the Training Coordinator to create an appropriate response. Options for the response could be A) The individual will not receive reimbursement of expenses, or; B) The individual will repay Head Start of Lane County for the expenses associated with the failed/incomplete coursework which have been paid by HSOLC, or; C) The individual will retake the failed/incomplete coursework at the individual's own expense and submit passing grades to the Training Committee.
- c) Commitment agreements are required prior to receiving financial assistance, except expenses associated with the CDA Credential.
- d) Individuals who receive financial assistance to pursue a Certificate shall be required to maintain employment at Head Start of Lane County for one year after being awarded the certificate or repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.
- e) Individuals who receive financial assistance to pursue an associate degree shall be required to maintain employment at Head Start of Lane County for two years after receiving the degree or repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.
- f) Individuals who receive financial assistance to pursue a bachelor's or master's degree shall teach or work at Head Start of Lane County for a minimum of three years after receiving the degree or repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.
- g) Individuals are not eligible to receive financial assistance during their probationary period of employment. Individuals are permitted to save documentation during their probationary employment period and request reimbursement from the Training Committee following the completion of their successful probationary employment period, so long as the term falls within the current fiscal year.
- h) Requests for tuition reimbursement must fall within the same fiscal year as the term being requested. Spring term can be carried over into summer provided that the application is submitted to the Training Committee prior to June 30.