DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item:  Yes___  No_X_)

Adopt this resolution approving the attached new class specifications for 80% Permanent Part-Time positions of Head Start Center Teacher and Head Start Home Teacher at a salary range of 143-159.5. Recruitment and maintenance of these positions is contingent upon continued receipt of grant funding.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

These positions are required to complete staffing requirements for the Head Start Program. The Board has previously supported the Head Start Program, and Resolution 92-534 appropriated unanticipated revenues ($240,986) and acceptance of a Financial Assistance Award from the U.S. Department of Health and Human Services, Administration for Children and Families regarding the Mariposa County Head Start Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these proposed class specifications and salary range; this would preclude the ability to adequately staff the Head Start Program in Mariposa County.

Revise these class specifications and salary range as deemed necessary.

COSTS:  (X) Not Applicable
A. Budgeted current FY  $________
B. Total anticipated costs  $________
C. Required additional funding  $________
D. Internal transfers  $________

SOURCE:  ( ) 4/5ths Vote Required
A. Unanticipated revenues  $________
B. Reserve for contingencies  $________
C. Source description:
Balance in Reserve for Contingencies, if approved:  $________

SPECIAL INSTRUCTIONS:  List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.:  93_8357  Ord. No.  
Vote - Ayes:  7  Noes:  0
Absent:  0  Abstained:  0
Approved:  ( )  Denied:  ( )  No Action Necessary  ( )
Minute Order Attached:  ( )  

The foregoing instrument is a correct copy of the original on file in this office.

Date:  
ATTEST:  MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By:  Deputy  

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:  
✓ Recommended  
☐ Not Recommended  
☐ For Policy Determination  
☐ Submitted with Comment  
☐ Returned for Further Action  

Comment:  

A.O. Initials:  

Action Form Revised 5/92
JOB TITLE:   Head Start Center Teacher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To implement the approved Education Services Component of the Head Start Program Performance Standards and the local Education Services Plan. May be responsible for the supervision of a Teacher Aide and volunteers. The Center Teacher is expected to be an active member of the Head Start teaching team.

This is an 80% Permanent Part-Time position and shall work a total of 1,664 hours per year, not to exceed 40 hours in any one week; paychecks will be distributed on a 12-month, pro-rata basis.

SUPERVISOR:   Head Start Program Director

TYPICAL DUTIES:

- Implements the approved Education Services Component Plan regarding center operations and facilities.

- Develops and implements methods, activities, and techniques for the evaluation of enrolled children's development in accordance with approved standards.

- Plans, organizes, implements, and evaluates the approved annual center class program.

- Plans, organizes, and executes the daily curriculum.

- Conducts classes at least four hours per day, four days per week, and a minimum of 128 class days per year.

- Maintains the center classroom in a safe, clean, and organized manner.

- Conducts two home visits and two parent/teacher conferences per year.

- Participates in approved training, staff meetings, and related activities.

- Completes other tasks as assigned by supervisor which are consistent with the definition and intent of the job description.
MARIPOSA: Head Start Center Teacher

EMPLOYMENT STANDARDS:

Possession of:

- a valid California Driver's License
- an annual TB skin test or chest x-ray
- fingerprint records on file with California Department of Social Services, Community Care Licensing, Centralized Fingerprint Unit

Knowledge of:

- Head Start Program
- goals and objectives of early childhood development
- preschool classroom organization, techniques, and curricula
- federal and state regulations pertaining to preschool child development centers

Ability to:

- develop preschool plans and curricula
- supervise Teacher Aides and volunteers
- execute a declaration regarding arrests and convictions involving children/youth and/or violent felonies (Head Start regulations 1301.31)
- execute a certification regarding the Head Start required minimum qualifications to be achieved by September 30, 1994 (see item #2 of the minimum qualifications)
- maintain confidentiality of all personal information relative to children, family members and other staff
- lift 40 pounds
MARIPOSA: Head Start Center Teacher

A typical way to gain the knowledge, skill and ability outlined above is:

1. A Children's Center Supervisory Permit; OR

2. As required by California Community Care Licensing regulations 101315:
   a. Twelve (12) units in Early Childhood Education and/or child development courses. Three (3) units in administration and/or staff relations. A high school diploma or completion of GED. Four (4) years* prior work experience teaching in a licensed child care center or comparable program; OR
   b. An A.A. degree from an accredited college or university with a major or emphasis in early childhood education or child development. Three (3) units in administration and/or staff relations. Two (2) years* prior work experience teaching in a licensed child care center or comparable program; OR
   c. A B.A. degree from an accredited college or university with a major or emphasis in early childhood education or child development. Three (3) units in administration and/or staff relations. One (1) year* prior work experience teaching in a licensed child care center or comparable program; AND

3. As required by 42 USC 9843(a) (Section 648 of the Head Start Act), successful completion by September 30, 1994 of one of the following:
   a. a current and valid Child Development Associate (CDA) credential issued by the CDA National Credentialing Program for preschool age children; OR
   b. a State awarded certificate of preschool teachers that meets or exceeds the requirements of the CDA; OR
   c. an associate, baccalaureate, or advanced degree in Early Childhood Education; OR
   d. a degree in a field related to Early Childhood Education, preschool teaching experience, and a Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing.

* Family day care experience is not qualifying experience.
MARIPOSA COUNTY

JOB TITLE: Head Start Home Teacher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To implement the approved Education Services Component of the Head Start Program Performance Standards and the local Education Services Plan. Provides Head Start services to eligible families in their homes. The Home Teacher is expected to be an active member of the Head Start teaching team.

This is an 80% Permanent Part-Time position and shall work a total of 1,664 hours per year, not to exceed 40 hours in any one week; paychecks will be distributed on a 12-month, pro-rata basis.

SUPERVISOR: Head Start Program Director

TYPICAL DUTIES:

- Implements the approved Education Services Component Plan regarding home-based program operations.

- Develops and implements methods, activities, and techniques for the evaluation of enrolled children's development in accordance with approved standards.

- Plans, organizes, implements, and evaluates the approved annual home-based program.

- Plans, organizes, and executes the daily/weekly curriculum.

- Maintains an average caseload of 10 - 12 families/children with one home visit per week lasting a minimum of 1.5 hours and not less than 32 home visits per year.

- Provides two group socialization activities per month and not less than 16 group activities per year.

- Participates in approved training, staff meetings, and related activities.

- Completes other tasks as assigned by supervisor which are consistent with the definition and intent of the job description.
MARIPOSA: Head Start Home Teacher

EMPLOYMENT STANDARDS:

Possession of:

- a valid California Driver's License
- an annual TB skin test or chest x-ray
- fingerprint records filed with California Department of Social Services, Community Care Licensing, Centralized Fingerprint Unit

Knowledge of:

- Head Start Program
- educational techniques and curricula for preschool children
- goals and objectives of early childhood development
- social services, nutrition, and other services available for preschool age children

Ability to:

- develop preschool plans and curricula
- coordinate services for children and families located in remote locations
- execute a declaration regarding arrests and convictions involving children/youth and/or violent felonies (Head Start regulations 1301.31)
- execute a certification regarding the Head Start required minimum qualifications to be achieved by September 30, 1994 (see item #2 of the minimum qualifications)
- maintain confidentiality of all personal information relative to children, family members and other staff
- lift 40 pounds
MARIPOSA: Head Start Home Teacher

A typical way to gain the knowledge, skill, and ability outlined above is:

1. As required by California Community Care Licensing regulations 101316.2):
   a. 12 post secondary semester units or equivalent quarter units in Early Childhood Education or child development completed at an accredited or approved college or university, and at least six months of work experience in a licensed day care center or comparable group child care program; OR
   b. a current and valid Child Development Associate (CDA) credential issued by the CDA National Credentialing Program for preschool age children and at least six months of work experience in a licensed day care center or comparable group child care program; OR
   c. a Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing. AND

2. As required by 42 USC 9843(a) (Section 648 of the Head Start Act), successful completion by September 30, 1994 of one of the following:
   a. a current and valid Child Development Associate (CDA) credential issued by the CDA National Credentialing Program for preschool age children; OR
   b. a State awarded certificate of preschool teachers that meets or exceeds the requirements of the CDA; OR
   c. an associate, baccalaureate, or advanced degree in Early Childhood Education; OR
   d. a degree in a field related to Early Childhood Education, preschool teaching experience, and a Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing.