

M3 Written Assignment: Staffing

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The Head Start Childcare Center is on a mission to strengthen our community by supporting families and providing a safe, nurturing, and culturally responsive environment where children can grow, learn, and build a foundation for lifelong success. The center plans on serving 6 infants, 10 toddlers, 15 preschoolers and 20 elementary-aged children in an after-school program. As a nonprofit organization, we prioritize our staffing positions to have cultural competence, bilingual support, and community engagement.

The *Employee Staffing: Hiring & Retaining Top Talent* talks about ensuring that staffing plans are clear and concise (McNamara, 2023). Below is an example of the childcare staffing plan to meet the program's operational goals and aligning them with the Office of Head Start standards. Based on community needs, the center's key positions include teaching staff, management directors, governing coordinators, and volunteers. Each role is essential in ensuring the safety of the program and to provide support to our local families.

According to the Office of Head Start (OHS) guidelines, all classroom staff are required to have sufficient training, knowledge, and experience (OHS, 2016). The educational and experience requirements are pulled directly from the Office of Head Start's website.

Management and teachers are all required to have a Bachelor's degree, with experience in previous early education. At least 50% of teachers working nationwide for head start are required to have a Bachelor's degree, and teacher assistants are required to have a CDA credential (OHS, 2019).

The OHS guidelines clearly state guidelines around the amount of children allowed to be in class at a time according to age, here is the following guide: Under 3: no more than 8 or 9 children in class; 3 years: No more than 17 children in class; 4 and 5 years olds: No more than 20 children enrolled in any class (OHS, n.d.). This would mean that the 6 infants can be with one teacher, and the preschoolers and elementary aged children would need 3 additional teachers to ensure guidelines are being met.

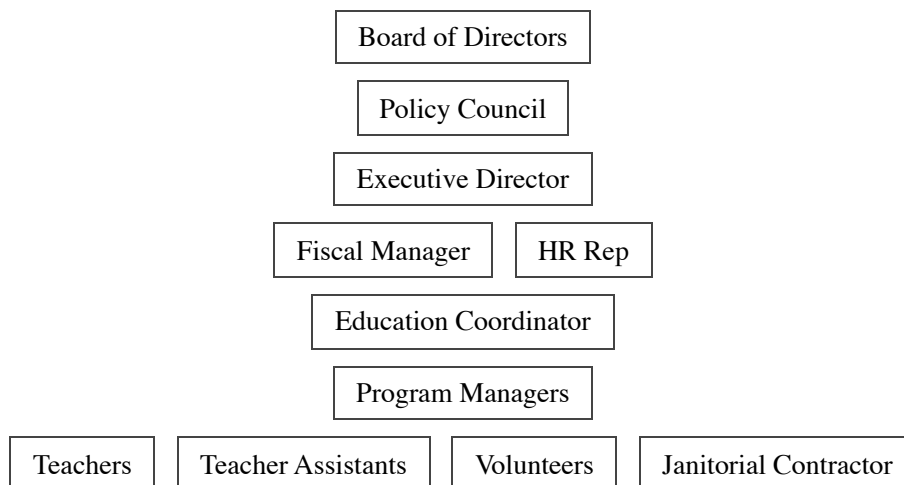
OHS programs consist of three major entities: Governing body/Tribal Council assumes legal and fiscal responsibility for the program; policy council and policy committee set direction for the program at the agency and delegate level; management staff oversees day-to-day operations (OHS, 2019). This model ensure that parents, professionals, and community leaders can collaboratively guide program policies, budgets, and staffing priorities. This will be a more traditional hierarchical structures where the governing body is at the top, and management is in the middle (see figure 1).

All staff are required to complete OHS-mandated training, which includes CPR, child safety, cultural competence, and reporter certifications (OHS, 2019). Teachers and assistants will engage in ongoing CDA coursework and professional development to maintain their credentials. Board and policy council members will complete governance training annually to ensure compliance and accountability.

Position	Educational Requirement(s)	Experience Requirements	Annual Salary	Training/Other Info
Executive Director	Bachelor's Degree (minimum)	Experience in supervision of staff, fiscal management and administration	\$100,000	Annual leadership compliance training
Fiscal Manager	Certified Public Accountant	3+ years nonprofit or education sector finance experience	\$85,000	Annual audit and grant compliance training
Education Coordinator	Bachelor's degree in early childhood education	Early education teaching experience	\$70,000	Annual curriculum development and instructional training
Human Resources Representative	Bachelor's in HR, Business, or Public Administration	Experience with onboarding and Head Start standards	\$55,000	Annual workforce development and compliance training
Teachers (4)	Associate or bachelor's in early childhood education	Experience teaching early education; development standards, including dual language learning	\$55,000/ea	CDA renewal, CPR certification
Teacher Assistants (3)	CDA certificate (minimum)	Early education experience preferred	\$35,000/ea	CDA coursework
Program Service Managers: health, family services,	Bachelor's in Nursing, Social Work, Education or Special Education	Specialized experience in service coordination	\$65,000/ea	OHS compliance training

education and disability services				
Grant Writer (part-time)	Bachelors in English, Communications, or Nonprofit Management	3+ years of grant writing experience	\$25,000	Professional associations training
Board of Directors	Community leaders, parents	Volunteer governance experience	N/A	
Policy Council	Parents of enrolled children	Leadership or advocacy preferred	N/A	
Janitorial Contractor	Licensed maintenance or cleaning provider	Facility sanitation experience	\$30,000	Safety and sanitation training
Total Staffing Cost			\$815,000	

Figure 1. Organizational structure



Resources

McNamara, Carter. (Sept. 7, 2023). [Employee Staffing—Hiring and Keeping Top Talent](#). Management Library.

Office of Head Start. (2016). Head Start Program Performance Standards. U.S. Department of Health and Human Services. <https://headstart.gov/sites/default/files/docs/pdf/staff-qualifications.pdf>

Office of Head Start. (n.d.) 1302.21 Center-Based option. <https://headstart.gov/policy/45-cfr-chap-xiii/1302-21-center-based-option?>

Office of Head Start. (2019). Planning Guide and Organizational Readiness Chart. <https://headstart.gov/sites/default/files/pdf/EHS-Organizational-Readiness-Guide.pdf>

Perry, J. (2019) A profile of New York City Head Start and Early Head Start Delegate Agencies. https://www.nyc.gov/assets/acs/pdf/early-care-education/early_learn/2019/PIR.pdf