

UMATILLA-MORROW COUNTY HEAD START, INC.

STAFF CAREER LADDERS PROMOTIONAL

Recommendations for Executive Director

1. Have a Bachelor's Degree (MS preferred) with an emphasis in Administration, Early Childhood Development, Social Work, and/or related fields and two (2) years experience in Administration.
2. Be knowledgeable with Performance Standard in all components.
3. Obtain training in the following areas:
 - a. Supervisory Skills
 - b. Program Governance
 - c. Communication Skills
 - d. Time Management
4. Be knowledgeable in Grant Writing and Budgeting.
5. Have experience in record keeping systems and all program forms.
6. Attend at least three Policy Council meetings per year.
7. Have experience in the development of community resources.
8. Ability to plan and lead training sessions/staff meetings.

Mental Health/Disabilities Director

1. M.S.W. in Social Work, or a related field.
2. Meet the requirement for a Qualified Mental Health Professional in the State of Oregon.
3. Two years experience in Social Work in a Mental Health setting with children.
4. Knowledge of child development.
5. Community service experience (preferred).
6. Previous Head Start experience (preferred).
7. Ability to coordinate and/or conduct training sessions (preferred).
8. Administrative/supervisory experience (preferred).
9. Ability to work with low-income children and their families and culturally diverse populations.
10. Ability to establish relationship of trust and respect with staff, families and children.

Recommendations for Family Development Director

1. Have a Bachelor's Degree (M.S.W. preferred) and experience in Social Work, Sociology, or related field plus two (2) years experience in Social Work.
2. Be Knowledgeable with Performance Standards.
3. Have experience in working with parents.
4. Have experience and/or knowledge in record keeping systems.
5. Have communication skills, interviewing techniques, and supervision skills.
6. Be knowledgeable with screenings as well as the process for referring families.
7. Attend at least one Health Advisory Council meeting and at least one Policy Council meeting.
8. Be knowledgeable in Grant Writing and Program Development.
9. Have experience in developing community resources.
10. Ability to plan and lead training for staff parents/community.

Recommendations for WIC Director/Nutritionist

1. Have a B.S. degree in Foods and Nutrition, dietetics, or equivalent and be able to meet the educational and training requirements for membership and registration in the American Dietetic Association. A Masters Degree in Community Nutrition or Public Health Nutrition is desirable. At least, two years of experience in WIC or community nutrition, including the provision of services to children 0-6 is preferred.
2. Be knowledgeable with Head Start Performance Standards and Work Plan.
3. Be knowledgeable in the Oregon State Health Division WIC Policy and Procedure Manual and UMCHS, Inc. WIC Policies and Procedures.
4. Complete all Oregon State WIC Training Modules.
5. Be familiar with the Region X Head Start Nutrition Guidelines.
6. Be knowledgeable with USDA Child Care Food Program requirements.
7. Be familiar with the WIC self-review process.

Recommendations for Operations Director

1. BA/MA in ECE, Business/Public/Education/Social Services Administration or related field, plus five years non-profit experience and two years experience in management and supervision.
2. Be knowledgeable in communication skills, interviewing techniques, supervision, time management, and budgeting.
3. Be knowledgeable in record keeping systems and all program forms.
4. Obtain training in Grant Writing.
5. Be knowledgeable in Performance Standards
6. Ability to plan and lead training sessions and promote professional growth and development for staff.
7. Ability to manage facilities in the area instructed.

Recommendations for Health Services Director

1. Have a Bachelor's Degree in Nursing or equivalent and/or experience in the Health Care field.
2. Develop record keeping skills in program forms and processes.
3. Be familiar with community/special services and health professional resources.
4. Be knowledgeable with screenings as well as the process for referring results.
5. Be knowledgeable in supervisory and time management skills.
6. Attend at least one Health Advisory Committee meeting.
7. Be knowledgeable of all Health Component Policies Procedures and Forms.
8. Be familiar with Public Law 99-457.

Recommendations for Education Director

1. Have at least a Bachelor's Degree and/or equivalent in Early Childhood Education or education related fields.
2. Two (2) years of teaching experience.
3. Develop record keeping skills in program forms and procedures.
4. Be familiar with community and training resources.
5. Be knowledgeable of all Education Component Policies.
6. Be knowledgeable with Performance Standards.

7. Obtain training in the following areas:
 - a. Observation Skills
 - b. Communication Skills
 - c. Supervisory Skills
 - d. Time Management
8. Be familiar with the Education Manager's role by reading The Oregon Head Start Education Coordinator's Handbook.

Recommendations for Early Head Start Program Manager

1. Have a BA/AA in Early Childhood or a related field, and two years experience in an Infant Toddler program.
2. Develop record keeping skills in program forms and procedures.
3. Be familiar with community and training resources relating to Infants and Toddlers, and teen parenting issues.
4. Be knowledgeable of all Early Head Start & Head Start component policies.
5. Be knowledgeable with Early Head Start & Head Start Performance Standards.
6. Obtain training in the following areas:
 - a. Observation skills
 - b. Communication skills
 - c. Supervisory skills
 - d. Time management
 - e. Grant writing
7. Be knowledgeable of Oregon Child Care Licensing Regulations.
8. Be knowledgeable of Child Care billing resources.

Recommendations for Child Care Resource & Referral Manager

1. Have a Bachelors Degree in Early Childhood Education or a related field plus 2 years experience as a Resource & Referral Director, Director of a non-profit organization, or Resource Coordinator for a non-profit organization.
2. Be knowledgeable in grant writing and budgeting.
3. Have experience in record keeping.
4. Have experience in resource and program development.
5. Have the ability to provide training to and supervise program staff.
6. Possess good verbal and written communication skills.
7. Be knowledgeable of state regulation regarding child care center certification and transportation of school children.
8. Be knowledgeable of USDA regulations and procedures.
9. Read USDA regulations and Child Care regulations.
10. Obtain training in supervisory skills, grant writing, and budgeting.
11. Attend three CCR&R Network Meetings or one Network Conference.

Recommendations for Human Resource Manager

1. Have a BA in Business/Public Administration or related field.
2. Be knowledgeable in Program Policies and Procedures.
3. Be knowledgeable in Agency, Federal, and State rules and regulations.
4. Be knowledgeable about all State and Federal labor laws governing employment including affirmative action, the Americans with Disabilities Act, wage and hour laws, worker's compensation, etc.
5. Have ability to counsel to managers and staff.
6. Attend at least on Board of Directors meeting.
7. Have experience in the development and implementation of staff training.
8. Have experience in the development agency-wide Wellness program.

Recommendations for Fiscal Services Manager

1. Have a BA in Business Administration (with specialization in accounting) or Accounting or AA in accounting and two (2) years experience.
2. Have working knowledge of computers in word processing and spread-sheets.
3. Be knowledgeable with General Accepted Accounting Principles.
4. Obtain training on Head Start Fiscal Training to learn Federal Regulations and Time Management.
5. Be knowledgeable or obtain training on Wage and Hour Laws, COBRA.
6. Familiarize self with Agency Personnel Policies and agency Procedures.

Recommendation for Transportation Manager

1. Have a high school degree and a valid Oregon CDL/School Bus Drivers License.
2. Have or develop supervisory skills.
3. Ability to develop record keeping system that includes:
 - a. Mileage records for each vehicle
 - b. Vehicle maintenance and cost
 - c. A record of Bus Drivers' trainings and current driving status.
 - d. Be familiar with the Head Start transportation rules and regulations.
4. Have ability to train staff.

Recommendations for Team Leader

1. AA/BA in ECE, Social Services, Human Services or related field, and one year experience in Social Service Agency, or CDA and two years Head Start experience.
2. Obtain training in communication skills, interviewing techniques, and supervision.
3. Possess good verbal and written communication skills.
4. Have experience in record keeping.
5. Ability to work as a team with team members and other supervisors.

Recommendations for Family Resource Specialist

1. Have a AA/BA degree in Human Services/Social Work or equivalent and/or experience in Social Work or related field.
2. Be knowledgeable in Performance Standards.
3. Have experience working with parents and families.
4. Have experience and/or knowledge of record keeping systems.
5. Obtain training in communication, problem solving and case management.
6. Obtain training in the referral process for families to community services.
7. Obtain training in advocacy for families and obtaining training resources for families.

Recommendations for Child and Family Advocate

1. Have a BA/AA in Early Childhood Education or a related field and two years experience in a Pre-School program.
2. Be familiar with the Program Work Plan, Policies and Procedures and various components of Head Start.
3. Be familiar with material on "Best Practices" in Early Childhood and current Early Childhood Philosophy.
4. Obtain training and/or experience in the following areas:
 - a. Classroom and Home Visit Observations.
 - b. Lesson Planning
 - c. Individualization and goals writing for pre-school children and families
 - d. Creative Curriculum
 - e. Anti-Bias Curriculum
 - f. Developmental Appropriate Practice
 - g. Interviewing Techniques and Case Management
 - h. Home Visiting
 - i. Record keeping
 - j. Community Resources, Services and Referral Processes

Recommendations for Early Head Start Teacher

1. Have a AA/BA in Early Childhood Education with emphasis on Infants and Toddlers or an Infant Toddler National CDA credential.
2. Experience in Infant Toddler classroom.
3. Be familiar with the Education/Health work plan, and various components of Early Head Start.
4. Be familiar with the Oregon Child Care regulations for Infant and Toddler centers.
5. Be familiar with material on Early Childhood practices in our classroom.
6. Obtain training in the following areas:
 - a. Classroom observations
 - b. Classroom lesson plans
 - c. Individualization and goals for Infant and Toddlers
 - d. Anti-Bias
 - e. Developmental appropriate practices for Infants and Toddler

Recommendations for Teacher/Family Educator

1. Have a BA/AA in Early Childhood Education or a related field and two (2) years experience in a preschool program.
2. Be knowledgeable with Performance Standards and with the agencies Work Plan.
3. Completely familiarize self with the following books and discuss with the Education Manager:
 - a. Creative Curriculum (Diane Trister-Dodge)
 - b. Developmentally Appropriate Practices (NAEYC)
 - c. Anti-Bias Curriculum (NAEYC)
4. Develop record keeping skills concerning program forms.
5. Be familiar with community resources and curriculum.
6. Read and be familiar with program materials on Home Visiting.

Recommendations for WIC Certifier

1. Have as a minimum an AA degree or other advanced degree in health-related field.
2. Complete reading and progress checks of the Oregon State Health Division WIC Level I and II Training Manuals.
3. Demonstrate written and oral communication skills.
4. Be able to work closely with others.
5. Have experience and/or knowledge in record keeping systems.
6. Be willing to perform finger stick for hemoglobin assessment, which may involve exposure to blood, and other physical growth measurements

Recommendations for USDA Family Day Care Coordinator

1. Have a High School degree/equivalent and at least 1 year=s experience working in a program which involves Federal and/or State funds.
2. Be familiar with community and training resources.
3. Have the ability to coordinate and/or conduct training sessions.
4. Understand general office machine, computer experience preferred.
5. Develop record keeping skills concerning program forms.

Recommendations for USDA Center Coordinator

1. Have a High School degree/equivalent and at least 1 year's experience working in a program which involves Federal and/or State funds.
2. Be familiar with community and training resources.
3. Have the ability to coordinate and/or conduct training sessions.
4. Understand general office machine, computer experience preferred.
5. Develop record keeping skills concerning program forms.
6. Have or develop supervisory skills.

Recommendations for CCR&R Specialist

1. Have a high school degree/equivalent and at least one year experience working in a program which involves Federal and/or State funds.
2. Have background in early childhood development.
3. Have good record keeping skills.
4. Be knowledgeable of community resources/support services available and general eligibility requirements for children and families.
5. Possess ability to do public speaking.
6. Understand general office machines; computer experience preferred.
7. Have good written and verbal communication skills.

Recommendation for Health Resource Specialist

1. Have an AA/CDA degree in ECE or related field. Community Service/Head Start experience.
2. Be knowledgeable in Head Start Program Policies.
3. Have experience in the development, coordination, and implementation of Health Services/Disabilities program.
4. Have experience in providing classroom opportunities for enhancing health status of clients and provide resources for "special needs".
5. Have experience and/or knowledge in record keeping systems.

Recommendations for Accounting Clerk/Administrative Assistant

1. Have a High School diploma or equivalent, and at least two years experience in accounting.
2. Be familiar of Agency philosophies, goals, and policies.
3. Be familiar with the following accounting functions in the fiscal department:
 - a. Preparing payroll, payroll taxes, and payroll tax reports.
 - b. Preparation of monthly budget reports.
 - c. Accounts Payable.
 - d. Verifying purchase orders and billings.
 - e. Accounts receivable
 - f. Reconcile bank statements

Recommendations for Early Head Start Teacher Assistant

1. High School Diploma and Infant/Toddler CDA or Associate degree in ECE
2. Experience in Infant and Toddlers program.
3. Be familiar with Oregon Child Care regulations.
4. Be familiar with materials on Early Head Start practices.
5. Be familiar with the Education/Health work plan and other various components in Early Head Start.
6. Obtain training in the following areas:
 - a. Observe children
 - b. Lesson Planning
 - c. Individualization and goals for Infants & Toddlers.

- d. Anti-Bias
- e. Developmental appropriate practices for Infants & Toddlers.

Recommendations for Receptionist

1. High School Diploma or equivalent
2. Type a minimum of 40 words per minute
3. Knowledge of correct grammar and punctuation
4. Be able to work closely with others
5. Understand general office procedures
6. Be knowledgeable of program forms and curriculum.
7. Computer experience.

Recommendations for Bus Driver

1. Class Drivers License
2. Passengers endorsement
3. School Bus Driver License
4. Valid current First Aid/CPR
5. Be familiar with UMCHS, INC. Bus Drivers Book.
6. Be familiar with emergency procedures.
7. Good communication skills
8. Be able to work closely with others
9. Perform routine duties

Recommendations for WIC Clerk

1. High School Diploma or equivalent
2. Demonstrate proficiency in typing
3. Complete reading and progress checks of the Oregon State WIC Level I Training Manual section "Introduction to WIC"
4. Be able to work closely with others
5. Understand general office procedures
6. Have experience and/or knowledge in record keeping systems.
7. Computer experience.

Recommendations for Cook/Janitor

1. Experience in purchasing and preparing foods for groups.
2. Knowledge of early childhood nutrition
3. Ability to prepare all types of food, including a variety of cultural dishes.
4. Be familiar with USDA Buying Guide and Menu Planning sheets.
5. Knowledge of Sanitation procedures.
6. Ability to keep accurate records.
7. Be able to work closely with others.
8. Previous custodial experience

Recommendations for Teacher Assistant

1. High School diploma and enrolled in CDA program in order to receive credential Within 2 years or enrolled in an Associate degree program.
2. Experience in Early Childhood Development and Head Start Preschool Program.
3. Be familiar with materials on Early Childhood practices used in our classrooms.
4. Be familiar with the Education Plan and various components of Head Start, (health, nutrition, social services, parent involvement, mental health).
5. Read the following and discuss with Education Manager:
 - a. Developmentally Appropriate Practices (NAEYC)
 - b. Anti-Bias Curriculum (NAEYC)
6. Plan, implement and evaluate minimum four group activities in the classroom.
7. Read or view program materials on Home Visiting.

Recommendations for USDA Manager/Nutritionist

1. B.S. in Food and Nutrition
2. Experience in purchasing and preparing culturally diverse foods for groups
3. Knowledge of early childhood nutrition
4. Ability to coordinate and/or conduct training sessions or ability to learn such skills
5. Current T.B. card and physical examination with documentation
6. One year experience in Food and Nutrition (preferred)
7. Multi-cultural experience (preferred)
8. Community service experience (preferred)

Recommendations for Information Systems Specialist

1. High school degree. Experience in word processing, data base and spreadsheet software.
2. Knowledge of DOS and general operation of Personal Computers.
3. Knowledge of correct grammar and punctuation.
4. Be able to work closely with others,
5. Be knowledgeable of program forms and curriculum.