

Head Start Performance Standard
[1302.92](#)

Purpose

Each new OESD 114 Early Learning team member will be supported in multiple, individualized ways to prepare them for success in their work with children and families.

Each person will receive a comprehensive, individualized pathway that provides:

- List of all prerequisites for working with children, including deadlines and helpful resources
- Program policies, procedures and orientation
- Role-specific training requirements, including deadlines, resources and registrations as applicable
- Knowledge of their support team with multiple opportunities to ask questions and have follow up

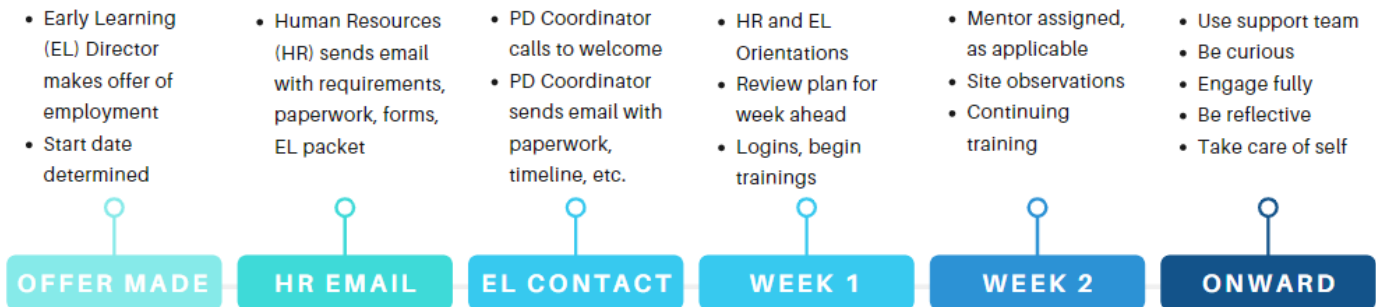
Process

Beginning with the date the candidate accepts the offer of employment, the following process begins in order to support the successful transition into their role with children and families.

The week prior to a new team members' first day, the Professional Development (PD) Coordinator calls to review the new hire packet (provided by Human Resources) and their individual onboarding pathway. This conversation is reiterated in an email to the new team member. The individual team member pathway is created in partnership with the Supervisor(s) and Child Development Coach to ensure all appropriate training and onboarding needs are included in the plan and are scheduled with the appropriate individuals.

NEW TEAM MEMBER ORIENTATION

From Offer to Working on Own



- Hires begin in their active role two weeks after they accept the position
 - Allows time for technology setup, site preparation, professional development planning
 - Allows time for new team member to complete preliminary requirements

Roles and Responsibilities for Supporting New Team Members

There is a large support system in place to provide every opportunity for new team members to be confident as they begin their important work with children and families.

The following systems of support, including timelines, begin upon receipt of the confirmation email from Early Learning Director that a candidate is moving forward.

Below are content areas covered and who is responsible.

Early Learning Onboarding Procedure

OESD 114 Human Resources (HR)

- PD Program Manager, PD Coordinator are copied on HR email with New Hire paperwork and the invite to HR Orientation
- The following are covered during HR Orientation or in the first week of work

Salary Letter	Job Description
Payroll paperwork	Skyward access
Benefits, retirement paperwork	HR Forms
School Messenger	Safety Orientation
Login Instructions—email, computer, intranet	Holidays
Vector Solutions Instructions	Attire
MMR and COVID Documentation	Badge (on or after first day)
OESD policies and procedures <ul style="list-style-type: none"> • Sexual Misconduct • Personal Vehicle • Emergency procedures 	As needed: <ul style="list-style-type: none"> • Keys • Telecommuting Agreement

Early Learning Department—completed prior to first workday

- When completed, email notification is sent to Supervisor and PD Coordinator

Desk or work space location	Set up Database Logins <ul style="list-style-type: none"> • DECA • DRDP • TS Gold • ASQ • Ready Rosie • Conscious Discipline
Computer, technology	
Cell Phone/Desk Phone	
Zoom account creation	

Professional Development (PD) Coordinator—within 10 days of start date

Initial Contact with New Team Member after HR email	PIR Form for ChildPlus to Data and Operations Coordinator
Develop Pathway/PD Plan prior to start date in partnership with Supervisor and Coach	Communicate with and schedule each responsible person about upcoming roles in PD Plan
Early Learning Orientation: <ul style="list-style-type: none"> • About the OESD • Mission, Vision and Goals • Strategic Plan and Community Assessment • Program Descriptions • Circle of Leadership • Program Partners • Code of Ethical Conduct • Professionalism and Confidentiality 	<ul style="list-style-type: none"> • Child Abuse and Neglect • Holiday/Celebration Policy • Org chart, sites, calendar, etc. • Communication Expectations (Outlook, etc.) • Expectations (Outlook, etc.) • End of Month paperwork, mileage chart • Common acronyms • Head Start Video
Get set up in DCYF, Vector Solutions portals	Sign up for ERSEA 101—ERSEA team to send invite
Computer Fundamentals: (Z drive, Outlook, Zoom) <ul style="list-style-type: none"> • Logins to computer, Zoom settings, etc. • Where to find Policies, Procedures, Forms 	Outlook: <ul style="list-style-type: none"> • Calendar and Email signature set up • Expectations for use
Set up Role-Specific Trainings—in partnership with PD Manager <ul style="list-style-type: none"> • Creative Curriculum • Motivational Interviewing 	<ul style="list-style-type: none"> • Parents as Teachers • Other, as needed

Early Learning Onboarding Procedure

Self-Study—Vector Solutions and DCYF Portal Trainings—PD Coordinator/PD Manager Monitors

- Must be completed before first day with children

Bloodborne Pathogens Exposure Prevention	Vector Solutions
Child Abuse: Mandatory Reporting	
Common Illness Prevention	
Safe Sleep	DCYF Student Portal
Abusive Head Trauma	
Mandated Reporter-Recognizing and Reporting Child Abuse	
Disaster & Emergency Preparedness	
Families Experiencing Homelessness	

Supervisor—provide an overview or training (as needed) within 10 days of start date (or as applicable)

Reflective Supervision	ChildPlus/ELMS
Deadlines <ul style="list-style-type: none"> • 30, 45, 90 	Tracking Systems (personal, ChildPlus To-Do List setup)
Children’s health screenings	Performance Standards
Home Visit Safety	Job Description and answer questions
End of Month Paperwork	Entering Leave in Skyward
Develop ERSEA Recruitment Plan	Ready Rosie
Setting expectations of communication, engagement, etc.	Site-specific information—schedules, emergency supplies, processes, etc.
Introductions to host site staff (custodian, front desk people, building administrators, etc.)	Bottles, Infant Feeding, Breastmilk, etc. (as needed)
Staffings (procedure, process, etc.)	WAC (as applicable)

Coach— provide an overview or training (as needed) within 10 days of start date (or as applicable)

ASQ Screening Tool	DECA Screening Tool
DRDP/TS Gold Assessment	Performance Standards
Curriculum	Lesson Planning
Conscious Discipline	Individualized Learning Plan development
Practice-Based Coaching	Professional Learning Community (PLC)/Together Learning and Collaborating (TLC) Groups

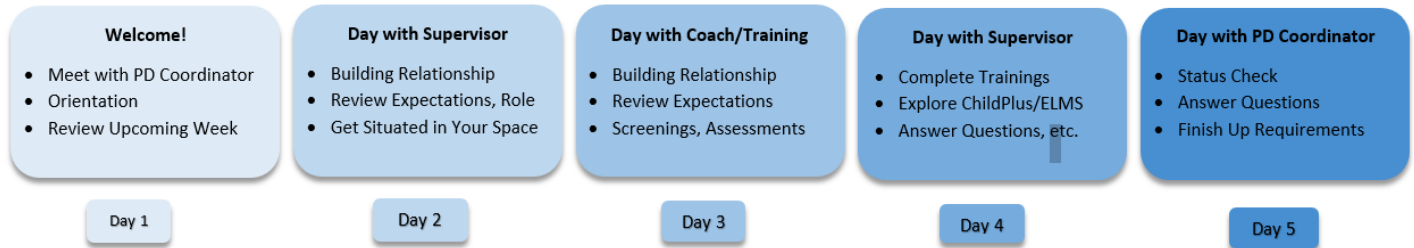
Family and Health Program Manager (or designee)—PD Coordinator will coordinate on individual basis

Health, Safety and Nutrition Training	UDSA/CACFP
Oral Health	Medication Administration
Immunization Database Access	3 Prong/Preschool Vision and Hearing Training
Mobility Mentoring, Bridge	Policy Council, Health Advisory Council
Community Resources	Growth—Heights and Weights
EBC Procedure, Process	Department Food Pantry

Early Learning Onboarding Procedure

New Hire Pathway

Week One



Timeline	What	Who
Prior to Day 1	Connect with and review the Hire Packet from Human Resources Coordinate with Supervisor and Coach for training days	PD Coordinator
Week 1	Each new team member will have an individual plan	Varies
Day 1	Complete Human Resources and Early Learning Orientations <ul style="list-style-type: none"> • Pathway and two week orientation training calendar review • Login requests, access as needed • Handbook and Employee Checklist review • Complete any remaining requirements—food handlers, TB, MMR, fingerprinting, etc. • PDP plan is created and signed (<i>as needed</i>) • Keys and badge received 	OESD Human Resources PD Coordinator
Day 2	Meet with Supervisor <ul style="list-style-type: none"> • Relationship-building time • Review of Reflective Supervision • Role and job responsibilities review and site exploration <ul style="list-style-type: none"> ○ Get logged in to computer/programs ○ Get situated at desk (as applicable) ○ Review site-specific requirements (<i>examples: Emergency information, WAC, center notebook, etc.</i>) • Review professional expectations, including End of Month paperwork process, etc. • Read relevant Head Start and ECEAP Performance Standards • Explore OESD 114 and Early Learning websites, procedures 	Supervisor
Day 3	Meet with Coach (<i>or if Family Advocate, explore Motivational Interviewing and Mobility Mentoring</i>) <ul style="list-style-type: none"> • Coaching Orientation <ul style="list-style-type: none"> ○ Curriculum and lesson/home visit planning ○ ELOF Exploration ○ Screening Review—explore on own after introduction ○ Assessment Review—explore on own after introduction ○ Conscious Discipline • Review what coaching (<i>or classroom support</i>) will look like • Review expectations regarding participation, engagement, etc. 	EHS/EHSCCP Coach—EHS Orientation HS/ECEAP Full Year Coach—Preschool Orientation Family/Health Program Manager—Family Advocates PD Coordinator works with Coach to schedule dates for: <ul style="list-style-type: none"> • ASQ and DECA • DRDP/TSG/Creative Curriculum • Conscious Discipline

Early Learning Onboarding Procedure

Day 4	Day with Supervisor <ul style="list-style-type: none"> • Complete required trainings <ul style="list-style-type: none"> ○ DCYF portal ○ Vector Solutions ○ Home Visit Safety ○ Children’s health screenings introduction/training ○ Family engagement opportunities review, including Policy Council, parent workshops, Play and Learns, etc. ○ Set up/complete job-specific training modules • Explore ChildPlus/ELMS, other databases as needed (<i>example: Ready Rosie</i>) • Review expectations regarding participation, engagement, etc. 	Supervisor
Day 5	Day with PD Coordinator <ul style="list-style-type: none"> • Check in on how things are going, answer questions, conduct any follow-up <ul style="list-style-type: none"> ○ update Supervisor if anything is still missing • Review what the following 4-5 days will look like <ul style="list-style-type: none"> ○ Next steps on any requirements ○ Medicaid Match review • Home Visit Safety • Complete or Schedule required Health trainings <ul style="list-style-type: none"> ○ Medication administration ○ Health and Safety ○ USDA 	PD Coordinator
Week 2 Days 6-10	Each individual will have a different Week 2 Plan based on individual role, needs, etc. Mentor assigned (on individual basis)	Varies
	Family Advocate <ul style="list-style-type: none"> • Site(s) observation • Shadowing 	Family/Health Program Manager
	Home Visitor <ul style="list-style-type: none"> • Home Visit observation(s) • Review of Parents as Teachers curriculum • Mobility Mentoring and Motivational Interviewing • Documentation expectations review, practice 	Home Visitor Supervisor
	Lead Teacher <ul style="list-style-type: none"> • Site observation • Review of Creative Curriculum/Teaching Strategies Gold for curriculum planning • Review of Conscious Discipline and classroom culture/expectations • Motivational Interviewing • Attendance, meals, breaks, documentation expectations, etc. 	Site Supervisor
	Assistant Teacher <ul style="list-style-type: none"> • Site observation • Review of Creative Curriculum/Teaching Strategies Gold • Attendance, meal, breaks processes • Documentation expectations review, practice 	Site Supervisor