

Administrator Name: _____ Campus: _____

Performance Responsibilities:

1. To maintain compliance of Head Start Performance Standards, be responsible for the campus Head Start Program staff (classroom teacher and assistant) through leadership and support.
2. To collaborate with and support Family Services Associates and ESC-20 management team staff to achieve Performance Standard compliance with classroom staff and Head Start families.
3. Specific expectations for the campus administrator include, but are not limited to:

Campus Administrator Roles & Responsibilities:

1. Operate the Head Start Program according to the local program guidelines and Head Start Performance Standards.
2. Conduct an annual performance evaluation for classroom teachers and assistants, using the identified ISD process and maintain such records in personnel files.
3. Ensure that positive methods of child guidance are used by staff. Refrain from practices that involve corporal punishment, emotional or physical abuse, or humiliation. In addition, ensure that methods of discipline do not involve child isolation, the use of food as punishment or reward, or the denial of basic needs.
4. Identify eligible Head Start children through appropriate documentation.
5. Provide classroom and parent center space, when necessary and agreed upon.
6. Maintain classroom and parent center facilities, playground structure, and outdoor area in safe, clean and working condition.
7. Provide child nutrition staff to prepare two meals and a snack daily for children, staff, and volunteers.
8. Permit Head Start children and assigned classroom staff to sit together during meal time and share conversation.
9. Provide a classroom teacher who is state-certified to teach pre-school aged children and has experience teaching pre-school aged children.
10. Provide a classroom assistant who has a valid Child Development Credential (CDA) or an associate or baccalaureate degree in any area.
11. Provide a state-certified teacher and a classroom assistant (two paid staff) for each Head Start classroom.
12. Provide a substitute for any classroom staff when there is an absence.
13. Maintain an adult - child ratio of 2:20 / 1:10 in each classroom and on the playground at all times during the school day.
14. Permit release time for the classroom teacher and assistant to attend required Head Start training sessions.
15. Permit teachers to conduct at least two home visits and two student progress conferences per year with Head Start families.
16. Invite the Head Start Specialist to ARD meetings for Head Start and potential Head Start children.
17. Forward all special education documentation for Head Start children to the Head Start Specialist.

18. Provide a state-certified school counselor to conduct mental wellness services for children who require additional support.
19. Provide a school nurse to administer treatment and medications to children.
20. Permit technology support staff to provide computer repair support for classroom computers.
21. Permit ESC-20 Head Start Program management team staff to provide on-site technical assistance.
22. Permit classroom teachers, and assistants to participate in regularly scheduled physical exams and TB screenings.

Standards of Conduct

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning / training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
- (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- (iv) Ensure staff, consultants, contractors, and volunteers comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members;
- (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Volunteers

- (b) Ensure that children are never left alone with volunteers.

Furthermore, all staff are expected to adhere to the Standards of Conduct established by their respective agency or LEA, which includes but is not limited to Education Service Center, Region 20, Alamo Heights ISD, Bandera ISD, Devine ISD, Hondo ISD, Lytle ISD, Medina Valley ISD, Natalia ISD, Somerset ISD, Southside ISD and Southwest ISD.

I acknowledge that I have read the Standards of Conduct and agree to abide by them. I understand that consequences to violating the Standards of Conduct could result in disciplinary action in accordance with my respective employer's Policies & Procedures.

Initials _____

Confidentiality Agreement

Education Service Center, Region 20 (ESC-20) Head Start staff are entrusted with confidential information about children and families enrolled in the Head Start program and learn additional confidential information about children and their families as a result of their work with parents/guardians.

It is the family's right and expectation that confidential information will be respected and safeguarded by the Head Start program staff. As a partner in the provision of children's services, you are bound to the expectation of protecting confidential information. This means that no information learned as a result of your work with families is to be shared outside of that professional service, even if identities are "disguised." Casual conversations about child and family information with friends, other parents, and others not involved with direct services to the child and family are prohibited. If you are unsure about the need to share a piece of information, you should contact your supervisor immediately.

The Family Educational Rights and Privacy Act (FERPA) identifies the following individuals as having legitimate educational interests And applies to ESC-20 Head Start staff as well: A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or child serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

I acknowledge that I have read the Confidentiality Agreement and agree to abide by it. I understand that consequences to violating the Confidentiality Agreement could result in disciplinary action in accordance with ESC-20 or my respective employer Policy & Procedures.

Initials _____

I acknowledge that I have read and received the Campus Administrator Roles & Responsibilities document.

Administrator Signature

Date

Head Start Coordinator Signature

Date