



### EHS-CCP/EHS Staffing Capacity Guidance

The following staff represent common positions in EHS and EHS-CCP program and represent the activities that must be implemented to meet the Head Start Program Performance Standards. In addition, we have included an additional table that shows positions that are frequently combined by programs which cover more than one content area or task. When deciding whether or not to combine a position it is important to consider the types of skills that the individual must have to succeed in that role, the program budget and cost, and common activities and tasks within the content area.

Component Area Management or Coordinating Staff			
Position Title	Typical duties	Recommended maximum case load size	Qualifications 45 CFR 1304.52 (c-g)
Disabilities Coordinator	The Disabilities Services Coordinator is responsible for implementing and evaluating the Disability Service Plan, implement effective community collaborations to support recruitment, Child Find and transitions, ensure needs based effective professional training plan is in place and ensure program wide implementation of disabilities service requirements and tracking and monitoring systems.	450 slots	Disabilities services must be supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.
Facilities, Health and Safety Coordinator	<i>Alternate titles: Health Services Coordinator</i> The Health and Safety Coordinator is responsible for the programmatic plans, policies and procedures related to child and family health, including pregnant women, and safety, including safe environments and transportation, and the staff training and implementation of these elements. This includes monitoring and record keeping that	400 slots	Health services must be supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. In addition, when a health procedure must be performed only by a licensed/certified health professional, the agency must assure that the requirement is followed.

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	demonstrates staff are determining health status, screening children, making referrals to health and dental services, maintaining safety of the physical environments, and monitoring safety of child transportation.		
Nutrition Coordinator	The Nutrition Services Coordinator ensures through programmatic plans, policies and procedures that the nutrition program is designed and implemented to meet the individual feeding requirements of each child, including special dietary, medical or disability needs. Additionally, Nutrition Services includes implementing child and family screenings, tracking of nutrition information within child outcomes database, securing and monitoring topic experts as program consultants, and family nutrition education.	300 slots	Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists. <i>(Programs also use a consultant to meet these requirements)</i>
Family and Community Engagement /Family Services Coordinator	<i>Alternate titles: Family Support Coordinator, Family and Community Engagement Coordinator. Combine with Social Services Coordinator/Manager</i> The Family and Community Engagement Coordinator is	Center: 4 Specialists, 160 children with 40 children/ Specialist	Family and community partnership services must be supported by staff or consultants with training and experience in field(s) related to social, human, or family services. Parent involvement services must be supported by staff or consultants with

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	responsible for implementing and evaluating the program plans related to all aspects of family engagement and community partnerships; this works includes training and support for staff around parent and family education, home visits, transitions, partnerships with families, and resource referrals, along with building community partnerships to ensure the continuum of services is available and successful linkages made.	FCC: 5 homes, 17 slots (include ERSEA functions)	training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families. Often requires the Family Development Credential
Mental Health Coordinator/Mental Health Consultant	The Mental Health Services Coordinator ensures through programmatic plans, policies and procedures for the monitoring and support of children's mental health are implemented. This Coordinator role includes securing and supervising mental health consultants who will carry out classroom and child observations and screenings, perform staffing on children and families with program staff, and support staff to implement activities and enhancements promoting children's mental health.	250 slots	Most programs use a mental health consultant for some of these tasks. Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.
Child Development and Education Coordinator	The Child Development and Education Coordinator is responsible for implementing and monitoring all	10 Teachers/40	Education and child development services must be supported by staff or consultants with training and

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	<p>the plans, policies, and procedures related to the promotion of school readiness goals and the children’s development in the five domains described in the Head Start Child Development and Early Learning Framework. The Coordinator must align the plans, policies and procedures with state early learning guidelines, ensure the implementation of a curriculum that advances these core pieces and includes strategies for individualizing for each child, and maintain the assessment system for the monitoring of child progress. The Coordinator is responsible for the hiring, training and monitoring of the education staff, the assignment and scheduling for the classrooms, the development of the learning environment and the data collection and tracking on development and education for each child.</p>	<p>children across 5 classrooms</p>	<p>experience in areas that include: The theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.</p>
Coach	<p>The Coach position works directly with staff in their responsibility for the professional development and capacity building of education staff including mentoring, professional development training plans, and implementing curriculum and educational activities and</p>	<p>Center-based: 4 classrooms /32 slots</p>	<p>Same as Education Coordinator/Manager</p>

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	functioning, assessment tools, and school readiness goals.		
Family Child Care Coach	The Coach position works directly with staff in their responsibility for the professional development and capacity building of education staff including mentoring, professional development training plans, and implementing curriculum and educational activities and functioning, assessment tools, and school readiness goals. Additionally, a FCC Coach may monitor provider requirements including licensing and administration of child care assistance program slots in the home.	FCC: 10 homes; 35 slots	Same as above
Family Child Care Specialist	The Family Child Care Manager provides leadership for the educational and family support staff including the implementation of comprehensive services throughout the homes. The FCC Manager ensures requirements associated with the child development and education, disability, coordination of mental health and meeting the needs of dual language learners are met in the sites and is the recruiter for new homes.	40 homes/ 140 slots	None identified in HS Performance Standards
Eligibility/Recruitment/Selection/Enrollment/Attendance Coordinator	The ERSEA Coordinator is responsible for ensuring the program maintains full enrollment serving the community's highest need children.	160 slots	



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	This includes the programmatic plan, policies, procedures, and staff training and implementation of all aspects of eligibility, recruitment, selection, enrollment, and attendance.		
<b>Other program level staff</b>			
Transportation Coordinator	The Transportation Services Coordinator is responsible for the plans, policies and procedures to ensure safe transportation for children and families. This role includes the training and monitoring of the staff driving and supporting the bussing of children, the maintenance of the physical equipment, vehicles and safety seats, and adherence to bus routes that meet standards for length of time children ride on bus.		
Food Service Staff/Cook	For programs maintaining their own food service, the cooking staff will be responsible for preparing meals according to the approved menus from the Nutrition Services Coordinator, ensuring adherence to the food quantities dictated by USDA, and monitoring the timely delivery of all meals to the classrooms. The cooking staff must maintain the necessary state certificates or licensure. Other responsibilities may include the maintaining food and food supplies inventory, working with the food vendors for weekly purchases and supervising the food/kitchen aides.		
Food Aides	Food aides will directly support the cook in the preparing of meals according to the approved menus from the Nutrition Services Coordinator, including the timely delivery of the meals to the classrooms and return of dishes and silverware to the kitchen. In programs that are using a catering service for the meals, a food aide with the appropriate licensure is required for the serving of the meals to the classrooms.		
USDA /CACFP Coordinator	Responsibility for the USDA Food Program management includes maintaining the contract with the appropriate state or local entity, implementing and monitoring the tracking of attendance and meal consumption by children, summarizing the food service data into the monthly billing and other required fiscal forms, and maintaining necessary certificates for kitchen facility or contract with caterer and monitoring training and licensure of food preparation and service staff.		



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Billing and Collections/Child Care Assistance Program Administration	Responsibility for the administration of the Child Care Assistance Program includes maintaining contract or affiliation with subsidy administrator for the state or region, implementing and monitoring the tracking of attendance of children to complete the necessary invoice forms for subsidy payment, creation and monitoring of all program policies and procedures related to the Child Care Assistance Program, completing the bookkeeping related to both the invoicing and the receivables and monitoring reports, and work with the Family Specialists to bill and collect parent copayments.		
Information Technology Support	Responsibilities include the hardware, software, intranet and email access, backup of data and creation and implementation of programmatic policies and procedures for information technology, including staff training. Support may be required around the implementation of child data software.		

### Commonly Combined Positions

Examples of Joint Positions			
CACFP Coordinator	Child Care Program Subsidy Administrator		
Business Manager	Child Care Program Subsidy Administrator		
Teacher Aide	Food Service Aide		
Clerical staff	Food Aide		
Child Care Program Subsidy Administrator	Clerical Staff		
Family Community Engagement/Family Service Workers	ERSEA Coordinator		
Child Development and Education Coordinator	Disabilities Coordinator		
Health	Mental Health	Disabilities	Nutrition
Family Community Engagement/Family Service Workers	ERSEA Coordinator		Transportation Coordinator