

Tri-County Community Council, Inc.  
Head Start/Early Head Start

**Part: 1302 Program Operations**  
**Subpart: I- Human Resources Management**  
**Section: 1302.90 Personnel Policies**  
**Subject: Teacher Qualifications**

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**Policy:**

Every teacher must have at least a 2-year degree to teach in the Head Start classroom.

**Procedure:**

1. No one new will be hired without at least a 2-year degree in the position of teacher.
2. No one new will begin working without a copy of their 2-year degree being on file.
3. If a person is hired and the degree is out of field, then an additional six classes in early education must be taken. The six classes must be credited classes.
4. The classes must begin following the satisfactory completion of 6-month probation period or the next semester if in the middle of semester. (Ex: 6-month probation period ends in March then class must start in summer semester.)
5. The classes must be credited. The employee will have two years to complete classes. Please see chart below for example.

| Class # | Class Begin  | Class End     |
|---------|--------------|---------------|
| Class1  | May 2013     | July 2013     |
| Class 2 | August 2013  | December 2013 |
| Class 3 | January 2014 | April 2014    |
| Class 4 | May 2014     | July 2014     |
| Class 5 | August 2014  | December 2014 |
| Class 6 | January 2015 | April 2015    |

6. Head Start will pay for at least one class per semester only if denied a T.E.A.C.H. scholarship and/or a Pell grant.
7. Due to the difficulty of hiring qualified staff a teacher in training can be hired that is enrolled in college courses working toward at least a two-year degree or willing to work toward receiving a CDA. Once CDA is received, they must begin working on a two-year degree.
8. If a teacher in training is hired the employee will be required to sign an agreement with a date of completion of degree or CDA or be terminated if unable to meet the set date.