

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

Part: 1301 Program Governance

Section: 1301.4 Parent Committees

Subject: Parent Committee – Participate in Recruitment and Screening of Head Start/Early Head Start Employees

Policy:

Policy council members will participate in the recruitment and screening of Head Start/Early Head Start employees according to the guidelines provided by the Governing Board and the Policy Council members.

Procedure:

1. All positions will be posted in the center, on Tri-County Head Start/Early Head Start's website and Facebook page.
2. The parent committee will elect a policy council representative. The policy council members will determine which parent policy council members will participate in upcoming interviews.
3. The policy council members will decide who will participate in the interview process from each center and will provide their preference of notification (phone call, email, or text)
4. The policy council member will be able to view the requirements for vacant positions and knowing the requirements will allow them to share with potential candidates.
5. The parent policy council member from the site the position is vacant will be invited to participate in the interview of potential candidates.
6. The policy council member will be notified within 24 hours thru their mode of notification preference (phone call, email, or text) of upcoming interviews for potential candidate. The staff will continue the process of interviewing the candidates and selecting the right candidate.
7. Training will be provided to the policy council member before sitting in on an interview or reviewing applications. The training will address confidentiality, questions that can and cannot be asked of a candidate.