

**Area:** Human Resources

**Subject:** HR12 – Staff Qualification Requirements

**Reference:** 1306.21, Head Start Act, California State Education Code Sections 8360-8370

**Policy:** SCOE will comply with federal and state staff-qualification requirements for employees.

**Procedure:**

1. When a vacancy or new position exists, Director II, or designee, will ensure that the Human Resources Department receives the appropriate and updated qualifications for the position.
2. Human Resources will ensure that position announcements contain qualification requirements and documentation thereof.
3. The Human Resources Department will screen all applicants to ensure they are qualified for the position according to the appropriate federal and/or state requirements for hiring, licensing and credentialing.
  - a. For federal child development programs, Head Start Act will be followed.
  - b. For state child development programs, California State Education Code Sections 8360-8370 will be followed.
  - c. For positions funded by both federal and state funds, personnel will meet the higher qualifications of the two entities.

**Supervised by:** Directors and Human Resources Department

**Performed by:** Assigned Staff

**Forms needed:** None

**Frequency:** As needed