



Hidalgo County Head Start Program

P.O. Box 0117 • Edinburg, Texas 78540-0117 • Tel: (956) 383-0706

Human Resources Department

The following are a list of requirements for all District personnel that are part of the Head Start collaboration:

Requirements Upon Hire:	
Eligible Background Check	<p>Head Start is required to submit a background check through the licensing portal. Background checks are renewed every five (5) years or sooner if the contracted employee transfers to another Head Start location.</p> <p><i>Note: District staff must be Eligible through licensing. If an employee does not meet the licensing background check requirements, the District HR Department will be notified.</i></p>
Tuberculosis Test Results (or chest x-ray results if applicable)	<p>A valid Tuberculosis Test is required. TB tests are renewed every three (3) years in exception for chest x-rays which are renewed every five (5) years.</p>
Credentials	<p>Head Start must maintain the highest level of degree for all District collaboration staff for recordkeeping purposes.</p>
Pre-Service Training: HR Policies	<p>These required trainings include: the HCHSP Mandated Policies and Procedures, Acknowledgement of Affidavits for licensing, and the Risk Management Safety Program. This training is approximately 2 hours and is provided virtually. Records & certificates of training hours must be kept at campus.</p>
Pre-Service Training: Compliance Department	<p>These required trainings include: An introduction to the Minimum Standards, the Emergency Preparedness Plan, Prevention of Child Maltreatment, and the Parent Handbook. This training must be a minimum of 6 hours in duration and is provided virtually. Records & certificates of training hours must be kept at campus.</p>



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Additional Requirements:	
Adult and Pediatric CPR and First Aid Training	This training is required to be completed within 90 days of hire and before having unsupervised access to a child in care. The Head Start CPR and First Aid Instructor will provide a hands-on training at the campus. CPR cards must be kept at the campus.
Pre-Service Training: Department Services	These trainings are required to be completed within 90 days of hire. The trainings are pre-recorded videos by the HCHSP departments. The videos are provided to the Campus Director by the Staff Development Director.
Annual Training (30 clock hours)	These trainings are required to be completed within 12 months. These trainings are provided by the HCHSP departments and may be in-person or virtual. The Staff Development Director will make these trainings available. Records & certificates of training hours must be kept at campus.
Transportation Training	This training is required within 90 days of hire but prior to transporting children, and annually thereafter. This training must be a minimum of 2 hours in duration and is available through pre-recorded videos provided to the Campus Director by the Staff Development Director.
Program Information Reporting (PIR)	Additional information may be requested for PIR reporting during the school year.