Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

4:00 p.m.  
**EXECUTIVE SESSION**  
Idaho Code Sections 67-2345(a), (b), (c)  
Mic Armon

6:00 p.m.  
**CONVENE BOARD MEETING**

**CALL TO ORDER**
- Pledge of Allegiance  
  Mic Armon
- Verification of Quorum/Introduction of Guests  
  Mic Armon
- Minutes Review/Approval  
  Mic Armon
- Public Comment**
- Celebrating Success: $3 million Aerospace Grant  
  Mike Mires, Marie Price, Sara Fladeland

**SPECIAL REPORTS**
- NIC Economic Impact Report  
  Gabe Rench, EMSI

**CONSTITUENT REPORTS**
- ASNIC  
  Julie Salinas
- Staff Assembly  
  Garry Stark
- Faculty Assembly  
  Kathie O’Brien
- Senate  
  Jon Totten

**EXECUTIVE REPORTS**
- Vice President for Resource Management  
  Ron Dorn
- Vice President for Instruction  
  Lita Burns
- Vice President for Community and Governmental Relations  
  Mark Browning
- Vice President for Student Services  
  Graydon Stanley
- College President  
  Joe Dunlap

**OLD BUSINESS**
- Tab 1: Second Reading/ACTION: Head Start Job Descriptions, Personnel Policies, Recruitment & Enrollment and Prioritization & Selection Criteria  
  Beth Ann Fuller
NEW BUSINESS
Tab 2: First Reading/Action: Right of Way Easement for Prairie Property  Marc Lyons
Tab 3: Potential Beach Annexation into the City of Coeur d'Alene  Marc Lyons

BOARD CHAIR REPORT  Mic Armon

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering hiring a candidate for public employment; considering the evaluation, dismissal, or disciplining of a public employee; conducting deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; to consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations; or advising its legal representatives in pending or probable litigation.

** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President's Office.

NEXT BOARD MEETING
October 24, 2012
SUBJECT
Executive Session

BACKGROUND
From time to time the board will find it necessary to adjourn to executive session.

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION
Roll call vote of the members of the board of trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
A motion under Idaho Code Section 67-2345 subsection:

____ Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]
____ Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 67-2345(1)(c)]
____ Consider records that are exempt from public disclosure [Idaho Code § 67-2345(1)(d)]
____ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 67-2345(1)(e)]
____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 67-2345(1)(f)]
____ Communicate with risk manager/insurer regarding pending/imminently-likely claims[Idaho Code § 67-2345(1)(j)]
____ Conduct labor negotiations [Idaho Code § 67-2345(2)]

Moved by ________ Seconded by ________ Carried: Yes _______ No _______

Roll call: Armon Meyer Vieselmeyer Howard Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Mic Armon called the meeting to order at 4:00 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Christie Wood
          Judy Meyer
          Ron Vieselmeyer
          Ken Howard
          Mic Armon

EXECUTIVE SESSION
Motion was made by Trustee Meyer, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Roll call vote was taken as follows:

          Mic Armon       aye
          Judy Meyer     aye
          Ron Vieselmeyer aye
          Ken Howard    aye
          Christie Wood  aye

At 5:55 p.m. a motion was made to return to open session by Trustee Meyer, seconded by Trustee Armon. Chair Armon recessed the meeting to reconvene in the Driftwood Bay Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Mic Armon called the meeting to order at 6:05 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Judy Meyer
          Ron Vieselmeyer
          Ken Howard
          Mic Armon
          Christie Wood

Also present: Joe Dunlap, President
              Marc Lyons, Attorney for North Idaho College
              Mark Browning, Vice President for Community and Governmental Relations
              Lita Burns, Vice President for Instruction
Chair Armon led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting.

**APPROVAL OF MINUTES**
Chair Armon called for remarks regarding the meeting minutes.

Motion was made by Trustee Wood and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held June 27, 2012 and the minutes of the special meeting held August 3, 2012. The motion carried unanimously.

Chair Armon welcomed Dr. Dunlap and asked him to introduce new members of President’s Cabinet. Dr. Dunlap introduced and welcomed Vice President for Student Services Graydon Stanley, Vice President for Instruction Lita Burns and Executive Director of Human Resources Laura Hill. He announced that Christy Doyle had been hired as interim dean of nursing and health professions and he took this opportunity to recognize and thank Jim Perez for his service as interim vice president for instruction and vice president for student services.

**PUBLIC COMMENT**
None.

**CELEBRATING SUCCESS**
Graphic Design Instructor Philippe Valle reported on design projects developed by his classes and highlighted a number of national awards won by individual students. He reported on the success his students had experienced in the work place following their instruction at NIC and recognized those students and some of the employers who had hired them.

**SPECIAL REPORTS**

*Kootenai Technical Education Campus*
Mark Cotner reported on the success of the recent grand opening event, stating they had approximately 1,600 people attend that event and the student/parent orientation. He stated that enrollment is at approximately 500 students.

**CONSTITUENT REPORTS**

*ASNIC*
ASNIC President Julie Salinas had some of her officers in attendance introduce themselves to the board. Next Salinas reported on activities ASNIC members took part in over the summer including leadership conferences in Denver, Colorado and Columbia, Missouri. She reported on business conducted during a recent retreat including the development of core themes and projects to work on over the school year.

*Staff Assembly*
Chair Garry Stark reported that Kara Carleton from the Community Supported Agriculture group attended their August meeting and briefed staff on the process for a community garden. He next reported staff held a food drive the previous week to support the Post Falls
Food Bank and he finished by reporting that Staff Assembly is currently making assignments for campus committees.

Trustee Howard asked if the board could receive an update from CSA at some point during the year before they get started in the spring.

**Faculty Assembly**
Chair Kathie O’Brien reported on activities faculty has taken part in during the first week of school. She welcomed new members of the administration and expressed her thanks to Jim Perez for his service. She next reported that Faculty Assembly is working to fill campus committee assignments. She finished by expressing her gratitude to staff for the work they do in support of faculty and students and added that President Dunlap and Vice President Burns will be guests at their first meeting on September 13.

**Senate**
Chair Jon Totten reported that in lieu of a first business meeting, Senate is holding an ice cream social on the NIC beach on Thursday allowing for members to get to know one another better before moving into the school year.

**EXECUTIVE REPORTS**

**Vice President for Resource Management**
VP Ron Dorn reported that the annual audit will be underway in the next week and the business office is now utilizing newly implemented budget software. He next reported that his direct reports will be holding their monthly meetings at various locations around the college including Area Agency on Aging and Head Start to allow staff to become more familiar with their colleagues’ work. He finished by reporting on the new Sandpoint Outreach Center, stating that the Sandpoint community is excited about the new facility.

**Vice President for Instruction**
VP Lita Burns discussed the Sandpoint Outreach Center, stating that classes had begun on Monday. She recognized the hard work of Sandpoint staff, IT, Facilities staff and e-Learning for working successfully to get the center up and running.

**Vice President for Community Relations and Marketing**
VP Mark Browning displayed the current *Career Focus* magazine and he discussed the production and distribution process undertaken for the piece each year by marketing staff. He finished by discussing several projects the department is working on this fall.

Trustee Howard asked about the focus of marketing efforts on services to veterans. VP Browning discussed efforts undertaken by the recently hired marketing coordinator. Dr. Dunlap added that a multicultural veterans advisor had recently been hired and that a mobile veterans unit is on campus every one to two weeks to provide services to veterans.

**Vice President for Student Services**
VP Graydon Stanley provided some preliminary fall enrollment figures including a 3.27% decrease in headcount and a 1.44% increase in FTE as of the previous Monday. He added that those numbers will change with drop for non-payment and drop for non-attendance and that the state is now requiring colleges to report official enrollment on October 15. He finished by reporting that he will be leading an Enrollment Management Taskforce.
Dr. Dunlap began by expressing his pleasure with North Idaho College and with being a new member of the community. He next reported on some activities including a retreat for President’s Cabinet and the deans, the grand open event for the new Sandpoint Outreach Center scheduled for November 1, emergency preparedness, the American Technical Education Association conference in October and the American Indian Student Alliance Club golf tournament in September. He finished by reporting that in September the administration will provide the results of an economic impact study to the board and in October the board will receive a list of capital construction projects prioritized by programmatic need.

OLD BUSINESS

Professional Services Contracts Policy #7.01.04

VP Dorn commented that since the first reading of this policy, he had met with Trustee Ken Howard and Marc Lyons and together they determined they needed more time to work on the policy revision.

Trustee Howard commented that after reviewing this policy revision it became apparent that some other policies may be impacted by it, so further review was needed as well as review of other policies. He made a motion to table policy #7.01.014. The motion, seconded by Trustee Meyer, carried unanimously.

Trustee Howard then made a motion for the board to form a committee to review and propose appropriate amendments to policies concerning the powers and duties of the board and the delegation of powers and duties to the president. The motion was seconded by Trustee Vieselmeyer. Trustee Wood asked what size committee Trustee Howard proposes and if the college attorney Marc Lyons would be a part. Trustee Howard responded that Marc Lyons would be participate as legal counsel and proposed the committee also include one member of the board and one member from the administration. The motion carried unanimously.

NEW BUSINESS

Appoint a Clerk of the Election

VP Dorn reviewed the process for the trustee election in November and the application requirements for prospective candidates and he reported there are three seats open for election. He recommended that the board appoint a clerk to coordinate the election.

Trustee Wood made a motion to appoint VP Ron Dorn as Clerk of the Election. The motion, seconded by Trustee Howard, carried unanimously.

Summer Enrollment Report

Former Interim VP Jim Perez provided the official summer enrollment report stating that headcount had decreased 18% and FTE had decreased 21% from summer 2011. He explained that colleges across the country are also experiencing decreased numbers. He pointed out some factors that likely contributed to the decreases at NIC including fewer wait lists, the unavailability of PELL Grants and the first time drop for non-attendance was implemented in a summer semester. He recognized Kylene Lloyd and Ann Lewis for their input in reporting enrollment numbers.
Trustee Howard asked if the administration had enough information to share with the board at this time, which would allow the board to begin to plan for future enrollments. Perez responded that the Enrollment Task Force will be focusing on course offerings, class times and availability and financial aid processes which will all provide better information on enrollment trends.

Head Start Annual Report
Head Start Director Beth Ann Fuller reviewed documents for which Head Start requires renewal and approval by the board. She reviewed job descriptions, personnel policies, the Recruitment and Enrollment Policy and the Prioritization and Selection Policy, highlighting some of the changes made to each of the documents.

This was a first reading, so there was no action on this item at time.

INFORMATION ITEMS
FY14 Budget Development Timeline
VP Dorn reviewed the planned timeline for the development of the FY14 budget. He explained that enrollment is being analyzed and those figures will be used to base the FY14 budget and he added maintenance and operation budgets will be developed on a modified zero based plan. He reviewed the planning process and stated it will begin following the October 24 board meeting with the budget presented to the board for a first reading in March 2013.

BOARD CHAIR REPORT
Chair Mic Armon had no report, but took this opportunity to welcome new members of the administration.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Judy Meyer reported on some activities for the Idaho Business for Education organization and stated she would like to bring Dr. Dunlap to an upcoming meeting in Boise. She next reported that construction drawings for the monument signs should be completed soon and construction should begin this fall. She added that the administration has been encouraged to include the site preparation for the wayfinding signs in the current paving and parking project for the new campus area. She added that the Wastewater Treatment Plant Supervisor Sid Fredrickson recently reminded her about the opportunity for North Idaho College to utilize the treated wastewater for irrigation purposes.

Trustee Wood expressed her congratulations to School District 271 for the passage of their bond. She next reported that the Coeur d’Alene City Clerk’s office had recently contacted her to say that they had found an historic document related to the formation of NIC and she will get it to the administration to frame and hang in the officers’ quarters.

Chair Armon adjourned the meeting at 8:00 p.m.
SUBJECT
Head Start Semi-Annual Update

BACKGROUND
This is a semi-annual report given to the board by the Director of Head Start, Ms. Beth Ann Fuller. North Idaho College is the grantee agency for Head Start in the five northern counties of Idaho. Federal Performance Standards require that each year, the grantee agency, through the board of trustees, approve the NICHS Job Descriptions, Personnel Policies, Recruitment and Enrollment Policy, and the Criteria for Prioritization and Selection Policy.

DISCUSSION
Because NIC is the grantee for Head Start locally, it is important for the board to have a semi-annual overview of the policies and procedures and activities of Head Start and adhere to the requirements for governing boards as specified in the Improving Head Start for School Readiness Act of 2007 which was signed into law January 2008.

The Job Descriptions and Personnel Policies were reviewed by Head Start Policy Council. These recommended additions, changes or deletions were presented and approved by Head Start Policy Council.

The Recruitment and Enrollment Policy and the Criteria for Prioritization and Selection Policy were reviewed by a Policy Council sub-committee. These recommended additions, changes or deletions were presented and approved by Head Start Policy Council.

COMMITTEE ACTION
Board approval

FINANCIAL IMPACT
There is no financial impact on North Idaho College since federal appropriations, private gifts and donations fund Head Start.

REQUESTED BOARD ACTION
In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following Attachments A through D.

Attachment A: Job Descriptions
Attachment B: Personnel Policies
Attachment C: Recruitment and Enrollment Policy
Attachment D: Prioritization / Selection Policy

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start
North Idaho College Head Start Job Descriptions Changes Overview:

- No major changes to any existing job description
- Added to all job descriptions: ‘Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.’
- Added job description for the Family Advocate/Assistant Teacher position by combining the Family Advocate and Assistant Teacher job descriptions and eliminating any duplication.
- Added job description for the Family Advocate/Classroom Teacher position by combining the Family Advocate and Assistant Teacher job descriptions and eliminating any duplication.
- Added job description for the Facility Technician formerly the Maintenance Worker.
- Renamed the Center Assistant–Central Office position to Program Assistant to more accurately reflect the program duties performed.
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- Director ............................................................................ PDM/008-D

**POLICY COUNCIL APPROVAL**

**BOARD OF TRUSTEES APPROVAL**
SECTION 1
NON-EXEMPT POSITIONS
Position Title: Assistant Teacher  Reports to: Center Supervisor
Length: July 1 through June 30  FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Assistant Teacher under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Assist in maintaining a safe, clean, healthy, and organized learning environment.
- With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
- Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
- Encourage family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct classroom hours each week per center model.
- Participate in an individualized continuing education plan including CPR and First Aid.
- Provide assistance as needed to ensure efficient center operations.

Additional:
- Register with “Idaho Stars”.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: An Associate in Early Childhood Education, or Child Development OR an Associates degree in any other field of study AND: A major in Early Childhood Education or Child Development.

Skills and Experience:
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.
**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families' homes.
- Work in a variety of environments including shared office space and classrooms.

I, _______________________________ have read this job description and understand its contents.

(print your name here)

_____________________________     _______________________________
Employee’s Signature            Date
North Idaho College Head Start
Job Description
PDM 008/CA

Position Title: Center Assistant  
Reports to: Center Supervisor
Length: July 1 to June 30  
FLSA Status: Non-Exempt
Coordinates: Office Volunteers

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Center Assistant is to perform office and center duties necessary to maintain efficient and orderly office operations, provide support to center staff and program families, identify center facility needs, and develop community relations.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Assist Center Supervisor to maintain efficient and orderly center operations in conjunction.
- Perform office duties including word processing, filing, copying, data entry, mailings, and purchasing process.
- Assist in maintaining center budget.
- Assist in compiling reports as assigned for use by Center Supervisor and Coordinators in a timely manner.
- Provide clerical support for Center Supervisor and serve as staff recorder.
- Responsible to maintain accurate and up-to-date child applications and wait-listed children.
- Set enrollment appointments for children/families.
- Participated in recruitment and the maintenance of enrollment records.
- Assist in implementation of marketing Head Start and recruitment and enrollment of children and families.
- Responsible for the maintenance of and ordering of office equipment and training of staff on proper operation of equipment.
- Correspond with staff and community agencies to gather and exchange information.
- Participate in an individualized continuing education plan including CPR and First Aid.
- Prepare and distribute meeting agendas, meeting minutes, flyers, monthly newsletters, and calendars.
- Assess the needs of the Center, requests all forms needed for family files, submits plans for improvements, and conduct inventories.
- Assist in monitoring Child and Adult Care Feeding Program (CACFP) intake records, production sheets, cook’s budget.
- Help build community partnerships by participating in community service as a member on a local board or committee.
- Coordinate with Center Supervisor for scheduling and facilitating Center meetings and activities.
- Carry out assigned duties with limited supervision.
- Inform Center Supervisor of staff and center issues and concerns.
- Serve on the Administrative Team, attending administrative meetings, and assisting with projects as needed.
**Additional:**
- Obtain and maintain Health & Welfare Food Handler Card within 14 days of employment.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

**Qualifications/Education**

**Level I:** High school diploma or GED

**Level II:** Office Receptionist Certificate

**Level III:** A.A.S. Administrative Assistant or AA/AS in Business field

**Skills and Experience**
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One-year experience in office setting, with preference given to Head Start experience.
- Working knowledge of commonly used computer software programs including data collection systems

**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

___________________________________________  ____________________________
Employee’s Signature  Date
North Idaho College Head Start  
Job Description  
PDM 008/CM

Position Title: Center Manager  Reports to: Director
Length: July 1 through June 30  FLSA Status: Non-Exempt
Supervises: Center staff and volunteers.

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations; the Center Manager is responsible for center-based operations and monitoring and represents North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Coordinate and monitor center operations of Head Start services for children, families and staff. Solicit input from the Central Office as needed.
- Participate in program planning.
- Responsible for oversight of maintenance and repair of facility, including the development of the center’s strategic plan.
- Responsible for oversight of the center budget and inventory.
- Facilitate the involvement of Head Start parents and community members in center committees and Policy Council.
- Assist staff and community members in the application process for scholarships and awards.
- Arrange and facilitate the transportation of Head Start parents to center, regional and program wide Head Start activities.
- Utilize supervision strategies in the decision-making process to negotiate and encourage center staff and parent committee to reach common goals.
- Responsible for implementation of center recruitment plan.
- Responsible to maintain full enrollment and an adequate applied/wait list.
- Participate in the hiring process within the Center.
- Conduct performance reviews for Center staff utilizing the reflective supervision model in conjunction with Component Area Coordinators.
- Serve as a mentor and coach to apprentices and volunteers.
- Develop, enhance, and support community collaboration.
- Assist program Coordinators in the development of all community based interagency agreements/contracts in their service area.
- Represent center staff in the on-going improvement of the program’s operation and monitoring system.
- Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
- Participate in an individualized continuing education plan including CPR and First Aid certification.

Additional:
- Register with “Idaho Stars”.
- Maintain a food handler’s card.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I:
- Associates degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Level II:
- Baccalaureate degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One-year experience in management, operations, and supervision, with preference given to Head Start experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes for the purpose of monitoring.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

__________________________________________
Employee’s Signature                       Date
North Idaho College Head Start
Job Description
PDM 008/CT

Position Title: Classroom Teacher
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Classroom Teacher under general direction is responsible for the implementation of developmentally appropriate Early Childhood curriculum.

Essential Duties and Responsibilities:
- Establish and maintain a safe, clean healthy learning environment.
- Using program selected curriculum, plan and implement with the classroom team, learning experiences that advance the intellectual, physical, and social-emotional development of children.
- Responsible for completion of screenings, assessments, and goal setting for each child including the collection of anecdotal entries and completion of child portfolio.
- Encourage family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct bi-yearly home visits with all families as well as bi-yearly parent conferences conducted at Head Start centers.
- Keep ongoing up-to-date documentation and records in each child file, hard copy and/or the electronic file.
- Provide referrals, follow-up and documentation as needed for both children and families, including mental health under the guidance of the Mental Health Specialist.
- Conduct classroom hours each week per center model.
- Staff weekly with Family Advocate on families and children.
- Serve as a mentor and coach to new employees, apprentices, and volunteers.
- Assist in implementation of marketing Head Start and recruitment and enrollment of children and families.
- Participate in recruitment activities.
- Participate in a program committee and/or community service assignment as assigned.
- Participate in an individualized continuing education plan including CPR and First Aid.
- Provide assistance as needed to ensure efficient center operations.

Additional:
- Register with Idaho Stars.
- Perform other duties as assigned by Supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Early Childhood Education, or Child Development, OR Associates degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development.
Level II: Bachelors degree in Early Childhood Education, or Child Development, OR Bachelors degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development

Skills and Experience:
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience. Note: This experience excludes practicum or student teaching hours.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families' homes.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

_________________________________________  ________________________________
Employee’s Signature                          Date
North Idaho College Head Start
Job Description

Position Title: Cook/Nutrition Educator
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Cook/Nutrition Educator prepares healthy meals for young children ages 3 to 5 years old; and provides nutritional education for children, families, and staff.

Essential Duties and Responsibilities:
- Prepare and serve food family style with sanitation best practice methods, per requirements of the “Child and Adult Care Food Program” (CACFP) and in light of early childhood development best practices.
- Use standardized monthly menus for meals to prepare breakfast, lunch and snack meals each class day which may include special diets.
- Purchase food and supplies weekly through local or commercial vendors using purchase orders. Purchase using the best cost options to maximize the food budget.
- Maintain budget.
- Review and plan for special diets and food allergies with parents and appropriate staff and consultant.
- Clean all serving utensils, dishes, serving bowls, kitchen equipment, appliances, storage areas, and ensure that the classroom eating areas are sanitized using the most current practices.
- Work cooperatively with the education staff in implementing nutrition education using the Creative Curriculum through food preparation activities involving children twice a month.
- Attend CACFP/USDA and State Department of Education professional development opportunities as offered and required.
- Maintain current food handler’s card.
- Distribute menus to families monthly.
- Participate in three meal services during each school year to model appropriate eating behavior and appropriate conversation.
- Review/read the Child and Adult Care Food Program Manual for center sponsors by the Idaho Department of Education and follow guidelines.
- Participate in center staff meetings or activities as needed.
- Serve as a mentor and coach to new employees, apprentices, volunteers and staff.
- Participate in various North Idaho College Head Start committee meetings as assigned.
- Provide assistance as needed to ensure efficient center operations.

Additional:
- Register with “Idaho Stars”.
- Complete the Hepatitis A vaccination.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.
• Obtain and maintain current a Health & Welfare Food Handler Card within 7 days of employment via the Idaho Health and Welfare Food Protection Program website.

**Qualifications/Education:**

**Level I:**
- High School Diploma or GED
- One year experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Complete ONE of the following courses: Serve It Safe, Healthy Edge, or HACCP.

**Level II:**
- Completion of Level One requirements, PLUS
- Three years experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Complete TWO of the following courses: Serve It Safe, Healthy Edge, HACCP, or an equivalent State of Idaho Department of Education Class.
- Certification by the School Nutrition Association – Level 1.

**Level III:**
- Completion of Level Two requirements, PLUS
- Five years experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Certification by the School Nutrition Association – Level 2.
- Complete THREE of the following courses: Serve It Safe, Healthy Edge, HACCP, Gold Standard Meals, or an equivalent State of Idaho Department of Education Class.

**Skills and Experience**
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One-year experience in food preparation for large groups, with preference given to Head Start experience.
- Working knowledge of commonly used computer software programs including data collection systems

**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, ______________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature ........................................ Date

_______________________________
Position Title: Disability Services Assistant
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Disability Services Assistant under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Assist in maintaining a safe, clean, healthy, and organized learning environment.
- With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
- Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
- Encourage family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct classroom hours each week per center model.
- Participate in an individualized continuing education plan including CPR and First Aid.
- Provide assistance as needed to ensure efficient center operations.

Additional:
- Register with “Idaho Stars”.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: An Associate in Early Childhood Education, or Child Development
OR an Associates degree in any other field of study AND: A major in Early Childhood Education or Child Development.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.
**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(please print your name here)

_________________________________________  ____________________________
Employee’s Signature                      Date
Position Title: Family Advocate
Reports to: Center Supervisor

Length: July 1 through June 30  
FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Family Advocate implements all aspects of family services.

Essential Duties and Responsibilities:
• Conduct home visits, per local program model, with all families to assess strengths and needs, assist in development and completion of child and family goals and objectives and provide crisis support and assistance as needed.
• Recruit and enroll families/children including direct mailings and community outreach and local advertising.
• Participate in the classroom on a weekly basis including the implementation of the social/emotional curriculum.
• Keep ongoing, up-to-date documentation and records in each family file both computer and hard copy.
• Complete required reports.
• Conduct health screenings as needed (blood pressure, height and weight, vision, and hearing)
• Participate in child screenings as needed.
• Provide referrals, follow-up and documentation as needed for families.
• Encourage and support parental involvement in all aspects of the program.
• Provide advocacy and support to families through awareness of local resources available and work cooperatively with other agencies (including but not limited to attendance at IEP, IFSP & MDT meetings).
• Refer children and/or families for mental health assessment and consultation as needed, under the guidance of the Mental Health Consultant.
• Conduct or participate in parent volunteer educational opportunities.
• Serve as a mentor and coach to new employees, apprentices and volunteers.
• Staff weekly with classroom team leader on families and children.
• Help build community partnerships by participating in community service as a member on a local board or committee.
• Assist in planning monthly parent meetings and training events.
• Recruit community involvement.
• Serve on the program Community Resource Committee.
• Participate in an individualized continuing education plan including CPR and First Aid.
• Provide assistance as needed to ensure efficient center operations.
• Assist families in the application process for scholarships and awards.

Additional:
• Register with “Idaho Stars”.
• Perform other duties as assigned by supervisor.
Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
Meet terms of Employment Agreement and Statement of Agreement.
Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Social Services.
Level II: Bachelors degree in Social Services.

Skills and Experience:
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- One-year experience (256 hours minimum) in the Social Service field, with preference given to Head Start experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.
- Two courses, one each in child development and behavior management, to be completed within two years of hire.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes.
- Work in a variety of environments including shared office space and classrooms.

I, ____________________________ have read this job description and understand its contents.
(print your name here)

Employee’s Signature ____________________________ Date ____________________________
Position Title: Family Advocate/Assistant Teacher
Reports to: Center Manager and Component Area Coordinators

Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations as the Assistant Teacher under general direction assists the Classroom Teacher with implementing a comprehensive child development program and as the Family Advocate implements all aspects of family services.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Assist in maintaining a safe, clean, healthy, and organized learning environment.
- With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
- Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
- Encourage and support family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct home visits, per local program model, with all families to assess strengths and needs, assist in development and completion of child and family goals and objectives and provide crisis support and assistance as needed.
- Recruit and enroll families/children including door-to-door solicitation, direct mailings and community outreach and local advertising.
- Participate in the classroom on a weekly basis including the implementation of the social/emotional curriculum.
- Keep ongoing, up-to-date documentation and records in each family file both computer and hard copy.
- Complete required reports.
- Provide referrals, follow-up and documentation as needed for families.
- Provide advocacy and support to families through awareness of local resources available and work cooperatively with other agencies (including but not limited to attendance at IEP, IFSP & MDT meetings).
- Refer children and/or families for mental health assessment and consultation as needed, under the guidance of the Mental Health Consultant.
- Conduct or participate in parent volunteer educational opportunities.
- Serve as a mentor and coach to new employees, apprentices and volunteers.
- Staff weekly with classroom team leader on families and children.
- Help build community partnerships by participating in community service as a member on a local board or committee.
- Assist in planning monthly parent meetings and training events.
- Recruit community involvement.
- Assist families in the application process for scholarships and awards.
- Conduct classroom hours each week per center model.
- Participate in an individualized continuing education plan including CPR and First Aid.
- Provide assistance as needed to ensure efficient center operations.
Additional:
- Register with “Idaho Stars”.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Early Childhood Education, or Child Development
   OR an Associates degree in Social Services AND: A major in Early Childhood Education or Child Development.

Level II: Bachelors degree in Early Childhood Education, or Child Development
   OR an Associates degree in Social Services AND: A major in Early Childhood Education or Child Development.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.
(print your name here)

_________________________________________  __________________________
Employee’s Signature                        Date
North Idaho College Head Start
Job Description
PDM 008/FA-CT

Position Title: Family Advocate/Classroom Teacher  Reports to: Center Supervisor
Length: July 1 through June 30  FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations as the Classroom Teacher under general direction is responsible for the implementation of developmentally appropriate Early Childhood curriculum and as the Family Advocate implements all aspects of family services.

Essential Duties and Responsibilities:
• Recruit and enroll families/children including door-to-door solicitation, direct mailings and community outreach and local advertising.
• Conduct family services home visits, per local program model, with all families to assess strengths and needs, assist in development and completion of child and family goals and objectives and provide crisis support and assistance as needed.
• Conduct classroom hours each week per center model.
• Establish and maintain a safe, clean healthy learning environment.
• Using program selected curriculum, plan and implement with the classroom team, learning experiences that advance the intellectual, physical, and social-emotional development of children.
• Responsible for completion of screenings, assessments, and goal setting for each child including the collection of anecdotal entries and completion of child portfolio.
• Encourage family involvement within the program.
• Support the development of relationships between children and their families.
• Conduct or participate in parent volunteer educational opportunities.
• Conduct bi-yearly education services home visits with all families as well as bi-yearly parent conferences conducted at Head Start centers.
• Keep ongoing up-to-date documentation and records in each child file, hard copy and/or the electronic file.
• Complete required reports.
• Provide referrals, follow-up and documentation as needed for both children and families, including mental health assessment and consultations under the guidance of the Mental Health Consultant.
• Provide advocacy and support to families through awareness of local resources available and work cooperatively with other agencies (including but not limited to attendance at IEP, IFSP & MDT meetings).
• Staff weekly with Center Supervisor on families and children.
• Serve as a mentor and coach to new employees, apprentices, and volunteers.
• Help build community partnerships by participating in community service as a member on a local board or committee.
• Participate in an individualized continuing education plan including CPR and First Aid.
• Provide assistance as needed to ensure efficient center operations.
• Assist families in the application process for scholarships and awards.

Additional:
• Register with Idaho Stars.
• Perform other duties as assigned by Supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
**Level I:** Associates degree in Early Childhood Education, or Child Development, OR Associates degree in Social Services AND: the equivalent of a major in Early Childhood Education or Child Development.

**Level II:** Bachelors degree in Early Childhood Education, or Child Development, OR Bachelors degree in Social Services AND: the equivalent of a major in Early Childhood Education or Child Development

Skills and Experience:
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
• One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience. Note: This experience excludes practicum or student teaching hours.
• Positive approach to Early Childhood Development programs, health and social services.
• Working knowledge of commonly used computer software programs including data collection systems.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
• Regularly required to use fingers and hands to handle materials.
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
• Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes.
• Work in a variety of environments including shared office space and classrooms.

I, _______________ have read this job description and understand its contents.

(print your name here)

_________________________ __________________________
Employee’s Signature Date
North Idaho College Head Start
Job Description
PDM 008/FT

Position Title: Facility Technician
Reports to: Director
Length: July through June
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Facility Technician, under general supervision, maintains a clean and sanitary working environment for staff and families and children.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Operate equipment related to maintenance functions such as snow blower, lawn mower, variety of hand tools including but not limited to hammer, wrenches, skill saw, rake, shovel
- Follow the Center janitorial schedule for related tasks as provided in the Operations and Monitoring System.
- Maintain interior and exterior of the building including but not limited to washing windows, sweeping, blowing sidewalks, replacing light bulbs.
- Maintain landscaping around building including but not limited to mowing, raking, removing debris, cleaning out gutters.
- Organize and maintain storage areas.
- Move furniture and items as needed.
- Set-up and break-down for events and meetings as needed.
- Notify supervisor of any safety concerns and is observant to keep the building and grounds safe, clean, attractive, and functional.
- Complete all required reports.
- Perform general maintenance duties as directed. May include plumbing, electrical, furniture repairs, woodworking, drywall, etc.

Additional:
- Position may require travel in the five northern counties of Idaho to various Head Start Centers.
- Complete other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Follow all rules, policies and procedures of North Idaho College Head Start and North Idaho College.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
- High school diploma or GED.

Skills and Experience
- Ability to operate all required equipment.
- Ability to read, write, and follow oral and written instructions as well as established policies and procedures.
One (1) year of custodial/maintenance experience, with preference given to Head Start experience.

**Work Environment/Physical Demands:**
- Physical ability to lift at least 60 pounds and perform physical activities associated with the work.
- Work in outside and inside environments.

I, _____________________________ have read this job description and understand its contents.

(print your name here)

__________________________________________________________________________

Employee’s Signature Date
North Idaho College Head Start  
Job Description  
PDM 008/J

Position Title: Janitor  
Reports to: Center Supervisor  
Length: August through June  
FLSA Status: Exempt

Position Summary:  
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Janitor, under general supervision, maintains a clean and sanitary working environment for staff and families and children.

Essential Duties and Responsibilities:  
• Treat Head Start participants, community members and fellow staff with positive regard.  
• Implement basic sanitation and infection control procedures using cleaning equipment and products for all areas of facility including but not limited to offices, classrooms, kitchen, bathrooms and storage areas.  
• Follow the Center janitorial schedule as provided in the Operations and Monitoring System.  
• Report and/or repair any noticed safety hazard to Center Supervisor.

Additional:  
• Perform other duties as assigned by supervisor.  
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.  
• Meet terms of Employment Agreement and Statement of Agreement.  
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:  
• High school diploma or GED.

Skills and Experience  
• Head Start volunteer and experience.

Work Environment/Physical Demands:  
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.  
• Regularly required to use fingers and hands to handle materials.  
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.  
• Able to get in and out of a car and navigate entrance and exit of centers.  
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.  
(print your name here)

______________________________  
Employee’s Signature  
______________________________  
Date

Janitor
Revised 06/2012
Position Title: Mental Health Consultant
Reports to: Director
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Mental Health Consultant provides mental health services to children, families, and staff by providing professional development opportunities, monitoring, and systems management related to mental health.

Position Description:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Complete observations on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child’s mental health.
- Assist with the implementation of all Head Start Performance Standards, Regulations, Policies, and Procedures for Mental Health Services.
- Provide mental health classroom observations and debrief with staff.
- Provide mental health resource information to families and staff.
- Consult with Supervisor in designing and developing operations, management and record keeping systems, with input from staff and parents.
- Develop, maintain, and disseminate mental health resources, research and literature in each community.
- Network with mental health agencies, leaders, and professionals.
- Serve as content expert for the mental health including professional development and monitoring.
- Provide professional services as outlined in the NICHS Professional Development Plan.
- Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education
Level I: Baccalaureate degree in Social Work or Counseling.

Level II: Masters in Social Work or Counseling.

Skills and experiences:
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
• Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
• Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
• Demonstrated written, oral, and organizational skills.
• Experience planning, developing and conducting professional development.
• Experience in strategic planning and project management.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Able to get in and out of a car and navigate entrance and exit of centers.
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.
(print your name here)

Employee’s Signature __________________________ Date __________________________
Position Title: Program Assistant

Reports to: Director

Length: July 1 through June 30

FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Center Assistant – Central Office is to perform office and center duties necessary to maintain efficient and orderly office operations, provide support to center staff and program families, identify center facility needs, and develop community relations.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Perform duties necessary to maintain efficient and orderly center operations.
- Perform office duties including word processing, filing, copying, data entry, mailings, and purchasing process.
- Assist in maintaining center budget.
- Assist in compiling reports as assigned for use by Center Supervisor and Content Area Coordinators in a timely manner.
- Provide clerical support for Director and Coordinators and serve as staff recorder for Staff Development and Health Services Advisory Council.
- Maintain copy room which includes keeping supplies and machines ready for use.
- Train staff in proper operations of central office equipment.
- Coordinate activities for center volunteers.
- Perform duties necessary to maintain efficient and orderly center operations including monitoring and evaluating center operations for consistency effectiveness, and quality.
- Coordinate rentals of Harding Family Center and inform Supervisor of tenant, staff and center issues and concerns.
- Coordinate arrangements and set-up for program meetings.
- Coordinate special recognition for staff.
- Coordinate festivals and activities for Harding Family Center.
- Data entry of purchase orders in Datatell system and reconcile purchase orders.
- Assist Program Specialist: Fiscal in monitoring in-kind.
- Prepare and distribute program forms, employee handbooks, and Policy Council and Staff Development notebooks.
- Maintain inventory and distribute program supplies.
- Coordinate ordering of paper and custodial supplies for all centers.
- Enter changes to the Operations and Monitoring System as directed.
- Coordinate the distribution and destruction of child files as required, under the direction of the Program Specialist and Operations Manager.
- Help build community partnerships by participating in community service as a member on a local board or committee.
- Secure professional providers and consultants to ensure operation and maintenance of the automobile fleet to meet safety.
• Prepare and maintain any necessary reports or records regarding ongoing maintenance records for each vehicle, projections of needed ongoing services, repairs and maintenance for each vehicle and a computerized tracking system of such repairs and maintenance.

• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education
Level I: High school diploma or GED

Level II: Office Receptionist Certificate

Level III: A.A.S. Administrative Assistant or AA/AS in Business field

Skills and Experience
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in office setting, with preference given to Head Start experience.
• Working knowledge of commonly used computer software programs including data collection systems

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
• Regularly required to use fingers and hands to handle materials.
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
• Able to get in and out of a car and navigate entrance and exit of centers.
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

________________________________________  __________________________
Employee’s Signature                                Date
SECTION 2
EXEMPT POSITIONS
Position Title: Information Systems Technician  Reports to: Director
Length: July 1 through June 30  FLSA Status: Non-Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, the Information Systems Technician, maintains program information systems.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Develop and update policies and procedures for the computer operating standards to comply with all legal aspects relating to computers.
- Configure and install networked and remote computers and peripheral equipment.
- Monitor and facilitate routine maintenance and repair of the Head Start computers.
- Troubleshoots and resolves problems with desktop computer hardware, software, e-mail, network access and communication systems.
- Consult with variety of technical, professional and lay personnel regarding computer technology.
- Create and maintain technology system log, operations documentation, training/support documents, and program equipment inventory records.
- Schedule and execute system database, Intranet and e-mail maintenance.
- Execute backup and recovery strategy for networked and remote systems.
- Maintains local area and virtual private networking.
- Assists with maintenance of the Operations and Monitoring System.
- Provide training and technical assistance to Head Start computer operators in regards to policies and procedures, data entry of the developed tracking systems, and software.
- Exchanging ideas, information and opinions with administration for development of future tracking needs.
- Make long-range projections and recommends procedures, guidelines and budget for computer system.
- Administer industry standard software and updates.
- Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Information Technology or Computer Application field.

Level II: Bachelors degree in Information Technology or Computer Application field.
Skills and Experience

- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- Ability to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges.
- Working knowledge of setup and installation of personal computers and equipment.
- Working knowledge of commonly used computer software programs including data collection systems.
- Organizational and project management skills.
- One-year experience in management and supervision, with preference given to Head Start experience.

Work Environment/Physical Demands:

- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Regularly required to use fingers and hands to keyboard or type, and to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

_________________________________________  __________________________
Employee’s Signature                        Date
North Idaho College Head Start
Job Description
PDM 008/CS

Position Title: Center Supervisor  Reports to: Director
Length: July 1 through June 30  FLSA Status: Exempt
Supervises: Center staff and volunteers.

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations; the Center Supervisor, while exercising independent judgment and discretion, is responsible for center-based operations and monitoring and represents North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Coordinate and monitor center operations of Head Start services for children, families and staff. Solicit input from the Central Office as needed.
• Participate in program planning.
• Responsible for oversight of maintenance and repair of facility, including the development of the center’s strategic plan.
• Responsible for oversight of the center budget and inventory.
• Facilitate the involvement of Head Start parents and community members in center committees and Policy Council.
• Assist staff and community members in the application process for scholarships and awards.
• Arrange and facilitate the transportation of Head Start parents to center, regional and program wide Head Start activities.
• Utilize supervision strategies in the decision-making process to negotiate and encourage center staff and parent committee to reach common goals.
• Responsible for implementation of center recruitment plan.
• Responsible to maintain full enrollment and an adequate applied/wait list.
• Participate in the hiring process within the Center.
• Conduct performance reviews for Center staff utilizing the reflective supervision model.
• Serve as a mentor and coach to employees, apprentices and volunteers.
• Develop, enhance, and support community collaboration.
• Assist program Coordinators in the development of all community based interagency agreements/contracts in their service area.
• Represent center staff in the on-going improvement of the program’s operation and monitoring system.
• Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
• Participate in an individualized continuing education plan including CPR and First Aid certification.

Additional:
• Register with “Idaho Stars”.
• Maintain a food handler’s card.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I:
• Baccalaureate degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Level II:
• Masters degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Skills and Experience
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in management, operations, and supervision, with preference given to Head Start experience.
• Positive approach to Early Childhood Development programs, health and social services.
• Working knowledge of commonly used computer software programs including data collection systems

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes for the purpose of monitoring.
• Work in a variety of environments including shared office space and classrooms.

I, ___________________________ have read this job description and understand its contents.

(print your name here)

__________________________________________  __________________________
Employee’s Signature                  Date
Position Title: Education/Disability Services Coordinator
Reports to: Director
Length: July 1 through June 30
FLSA Status: Exempt

Position Summary:
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, the Education/Disability Services Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities and mentor coaching to the content area of education and early childhood development and disability services.

Essential Duties and Responsibilities: (Program)
• Treat Head Start participants, community members and fellow staff with positive regard.
• Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
• Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
• Assist in the development and coordination of the program’s professional development plan.
• Manage program monitoring and center operations via site visits.
• Support staff in their efforts to mentor, develop and improve center operations.
• Assess the training needs of staff to develop and coordinate professional development.
• Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.
• Develop, enhance, and support community collaboration.
• Participate in an individualized continuing education plan including CPR and First Aid certification.

Education Content Area: (80%)
• Evaluate all classrooms using approved assessment tools and assist in developing improvements plans.
• Develop, implement, and monitor the program’s Education Services Plan.
• Develop, maintain, and disseminate early literacy outcomes, research, and literature.

Disabilities Content Area: (20%)
• Develop, implement, and monitor the program’s Disability Services Plan.
• Develop, maintain, and disseminate disabilities, resources, research and literature.
• Provide support to staff in the implementation and planning of Individual Education Plans in conjunction with the school district as the Lead Education Agency.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Baccalaureate degree in Early Childhood Education, Early Childhood Special Education, Child Development, or Family Studies.

Level II: Masters degree in Early Childhood Education, Early Childhood Special Education, and Child Development, or Family Studies.

Skills and Experience:
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
• Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
• Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
• Positive approach to Early Childhood Development programs, health and social services.
• Demonstrated written, oral, and organizational skills.
• Experience planning, developing and conducting professional development.
• Experience in strategic planning and project management.
• Understanding of theories of social work ethics, early childhood education and child and family development including family systems.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Regularly required to use fingers and hands to keyboard or type, and to handle materials.
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
• Able to get in and out of a car and navigate entrance and exit of centers.
• Work in a variety of environments including shared office space and classrooms.

I, ____________________________ have read this job description and understand its contents.

(print your name here)

____________________________  ________________
Employee’s Signature          Date
North Idaho College Head Start
Job Description
PDM 008/ FCP

Position Title: Family Community Partnerships  Reports to: Director
Coordinator

Length:  July 1 through June 30  FLSA Status: Exempt

Position summary: In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Family Partnership Community Partnership Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities to the content area of family services and community partnerships.

Essential Duties and responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
• Assist in the development and coordination of the program’s professional development plan.
• Manage program monitoring and center operations via site visits.
• Support staff in their efforts to mentor, develop and improve center operations.
• Assess the training needs of staff to develop and coordinate professional development.
• Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.

Content Area Specific Duties:
• Prepare and distribute yearly in-kind amount schedule and monitor monthly in-kind reports.
• Serves as advisor to Policy Council and parent groups to assure compliance with Performance Standards.
• Assures ERSEA compliance including approving all over-income enrollments.
• Monitors the recruitment and enrollment of applicants to the Head Start Program
• Monitor and approve community involvement by all staff.
• Monitors all Family Services, Parent Involvement, and Community resource development and participation
• Develop, maintain, and disseminate family services and parent involvement resources, research and literature

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.
Required Qualifications/Education

**Level I:** Baccalaureate degree in Social Services, preferably Social Work

**Level II:** Masters degree in Social Services, preferably Social Work.

**Skills and experiences:**
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Experience in strategic planning and project management.

**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Regularly required to use fingers and hands to keyboard or type, and to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

________________________________________  _______________________
Employee’s Signature                           Date
North Idaho College Head Start  
Job Description  
PDM/008/FIS

Position Title: Fiscal Coordinator  
Reports to: Director
Length: July 1 through June 30  
FLSA Status: Exempt

Position Summary:
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, exercising independent judgment and discretion in the operation of the financial portion of the program the Financial Services Coordinator develops functional policies and procedures for finance components. Responsible for the fiscal management functions including all grants and funding received by agency.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and coordination of the program’s professional development plan
- Manage program monitoring and center operations via site visits.
- Support staff in their efforts to mentor, develop and improve center operations.
- Assess the training needs of staff to develop and coordinate professional development.

Content Area Specific Duties:
- Develop and implement financial policies and procedures to ensure compliance with Federal Head Start Regulations, OMB Circulars, Performance Standards and North Idaho College policies and procedures for the management of all fiscal functions.
- Prepare budget projections in all budget categories, related to the Head Start program. Provide ongoing budget analysis and recommend revisions.
- Create, analyze, and maintain spreadsheets and other tracking systems to prepare monthly budget. Provide monthly internal financial reports for all grants to the Director, Policy Council and other management personnel.
- Monitor fiscal procedures and expenditures for fiscal accountability, cost allocations, and accurate and timely payments. Maintain all fiscal documentation required for yearly audit.
- Coordinate with North Idaho College’s fiscal office and Head Start purchasers. Develop and provide fiscal training to Head Start staff on financial procedures.
- Prepare and monitor Head Start contracts.
- Assist in preparation of grant applications and administrative work plans. Design program budget, prepare GABI documentation for grant submission.
- Participate in the program planning and evaluations process.
- Provide technical assistance to Policy Council, center committees, and Head Start staff to ensure compliance with Head Start standards.
- Provide the Head Start Director with data analysis from which historical reference and strategic planning can be completed.
- Evaluate and develop recommendations to increase cost-effectiveness.
- Assist Human Resource Coordinator in the preparation of staff salary structure, initial staff contracts, and fulfilling payroll requirement through North Idaho College Human Resources and Business Office.
• Assist the Health Services Coordinator in completing the CACFP/USDA grant application and monthly financial reporting information to the Idaho State Department of Education, CACFP (Child and Adult Care Feeding Program).
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Provide positive leadership in the Central Office.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
• Represent North Idaho College Head Start at appropriate meetings or advocacy groups.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Bachelor degree in Accounting or Business Administration.

Level II: Masters degree in Accounting or Business Administration.

Skills and Experience:
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• Technical mastery of federal financial requirements related to the Head Start program.
• Five years of work experience in the field of business, public administration or accounting.
• Work experience within the field of grants administration.
• Working knowledge of commonly used computer software programs including data collection systems.
• Completion of Master Guide Certification within one year of employment.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Regularly required to use fingers and hands to keyboard or type, and to handle materials.
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
• Able to get in and out of a car and navigate entrance and exit of centers.
• Work in a variety of environments including shared office space and classrooms.

I, ______________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature _______________________________ Date ________________
North Idaho College Head Start
Job Description
PDM 008/HS-NUT

Position Title: Health Services/Nutrition Coordinator
Reports to: Director
Length: July 1 through June 30
FLSA Status: Exempt
Coordinates: Health Advocates

Position Summary:
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Health Services Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities to the content area of health and mental health services, nutrition, and child abuse and neglect.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and coordination of the program’s professional development plan.
- Manage program monitoring and center operations via site visits.
- Support staff in their efforts to mentor, develop and improve center operations.
- Assess the training needs of staff to develop and coordinate professional development.
- Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.

Health, Mental Health, Child Abuse and Neglect Content Area: (75%)
- Provide learning opportunities and technical assistance consistent with program goals and in keeping with current best practices and Performance Standards.
- Develop, maintain, and disseminate physical health, dental, mental health, child abuse/neglect resources, research and literature.
- Supervise Mental Health Consultant for professional services as outlined in the NICHS Professional Development Plan, and monitor mental health services.
- Recruit and maintain a joint Early Head Start and Head Start Health Advisory Committee, and facilitate a minimum of two meetings per year.
- Serve as the Program’s Integrated Pest Management Coordinator.

Nutrition Content Area: (25%)
- Responsible to complete the CACFP/USDA grant application information to the Idaho State Department of Education, CACFP (Child and Adult Care Feeding Program).
- Oversee monitoring of CACFP intake records, menus and production records for CACFP and Performance Standards compliance.
- Coordinate training and monitoring of cooks and centers for CACFP/USDA compliance.
- Coordinate with the University of Idaho Extension Nutrition Program Contract to implement site reviews and nutritional evaluations of each child based on performance standards.
- Develop, maintain, and disseminate nutrition resources, research and literature.
Serve as content expert for the nutrition including professional development and monitoring.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education

**Level I:** Baccalaureate degree in Social Work, Human Services, or Family Studies. OR Baccalaureate Degree in Educational Administration, Healthcare Administration, Business Administration with an emphasis on Management, Adult Learning, or Organizational Leadership.

**Level II:** Masters in Social Work, Human Services, Family Studies, Early Childhood Special Education, or Child Development. OR Masters Degree in Educational Administration, Healthcare Administration, Business Administration with an emphasis on Management, Adult Learning, or Organizational Leadership.

Skills and experiences:
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Experience in strategic planning and project management.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Regularly required to use fingers and hands to keyboard or type, and to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature ___________________________ Date ________________
North Idaho College Head Start
Job Description
PDM 008/HR-F

Position Title: HR/Facilities Coordinator  
Reports to: Director
Length: July 1 through June 30  
FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the HR/Facilities Coordinator, while exercising independent judgment and discretion, coordinates human resources systems, oversee the operations and maintenance of program facilities, and supports staff in meeting program requirements.

Position Description:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Maintain Operating and Monitoring System Components.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and preparation of grants and Community Assessments.
- Assist with the development, coordination and preparation of the program’s professional development plan.
- Create and implement systems to ensure appropriate and legal rental use of all facilities.
- Investigate and resolve facility issues and concerns. Represent the program in hearing complaints regarding facility use.
- Provide consultation to Center Supervisors in the development of rental agreements; quotes for maintenance and repair of facilities; and request for proposals for contracted services.
- Provide support for Policy Council by recording meeting minutes. Oversee timely distribution of minutes to Policy Council members and the Governing Board.
- Support and implement human resource component by providing recruitment, interview process coordination, final documentation for staff hiring and the approval process, and completion of required documents.
- Prepare staff salary structure and initial staff contracts in conjunction with North Idaho College Human Resources office.
- Maintain personnel files and coordinate file documents with NIC Human Resources.
- Prepare and monitor personnel reports.
- Develop and provide training and professional development for program office staff.
- Assist staff in obtaining tuition waivers through North Idaho College.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Baccalaureate degree in business administration/management, human resource management, adult education, or organizational management.
Level II: Masters degree in business administration/management, human resource management, adult education, or organizational management.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- Working knowledge of human resources management.
- Organizational and project management skills.
- One year demonstrated experience working in a business/human resource position, with preference given to Head Start experience.
- Ability to apply principles of problem solving to leadership and management.
- Working knowledge of commonly used computer software programs including data collection systems

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Regularly required to use fingers and hands to keyboard or type, and to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature __________________________ Date ____________
North Idaho College Head Start
Job Description
PDM 008/D

Position Title: Director
Reports to: Board of Trustees Liaison
Length: July 1 through June 30
FLSA Status: Exempt
Supervises: Program Assistant, Information Technician, Facility Technician,
Content Area Coordinators, Mental Health Consultant, Center Supervisors,
Center Managers

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Director provides overall leadership in the planning, design, implementation, and evaluation of all program components. The Director represents the program in local, regional, and national communities, promoting sound organizational and management innovations.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Provide vision, motivation and leadership to all Head Start employees, families, and volunteers.
- Assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards and North Idaho College, and congruent with organizational philosophy, mission, and values.
- Responsible for monitoring and reporting program information in accordance regulations.
- Devise and implement a participatory management system which includes decision making and accountability at all levels of program operation.
- Responsible for program planning.
- Evaluate employees using reflective supervision techniques that encourages and supports developmental opportunities.
- Model behaviors which support the overall philosophy and design of the organization.
- Establish and maintain effective working relationships with the members of the Board of Trustees, the Policy Council, and Head Start staff.
- Interact with community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.
- Research and develop grant proposals for program improvement and expansion of early childhood development and family services.
- Review audit reports and resolve negative findings. Coordinate implementation of corrective action and monitors progress.
- Analyze program financial report to assure financial accountability within the program.
- Responsible for facility management and plan for future facility needs.
- Participate in an individualized continuing education plan including CPR & First Aid certification.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.
Qualifications/Education:
Level I:
- Baccalaureate degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Level II:
- Masters degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- Minimum three years of progressively responsible supervisory/management positions including experience working with boards and advisory committees. Previous Head Start experience preferred.
- Positive approach to Early Childhood Development programs, health and social services.
- Commitment to inspire diverse factions toward shared goals.
- Ability to gain support of staff, funding sources, elected officials and community.
- Working knowledge of commonly used computer software programs including data collection systems.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes for the purpose of monitoring.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature __________________________ Date __________________________
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*These policies may be changed or deleted as needed.*
1.00 General Policy Statement

North Idaho College Head Start’s policy is to employ capable and responsible personnel who are of good character. While the requirement of a high level of education and prior experience is essential to performance in certain capacities, consideration will be given to furthering the education of people who are willing to learn to perform new functions. The Head Start program will follow recruiting procedures that give opportunity for the hiring and advancement of people who have participated in the Head Start program.

1.01 American with Disabilities Act

As an integral part of its mission to provide a fair and caring environment for its students and employees, North Idaho College Head Start commits to be in compliance with both the letter and the spirit of any federal or state legislation or directives regarding equitable treatment for people with disabilities. Compliance with the Americans with Disabilities Act is a priority. The administration is charged with taking prompt action to implement the requirements of the Act and in doing so shall solicit the involvement of individuals in the community with disabilities in the self-evaluation and the setting of priorities for compliance. A grievance procedure shall be established so that in the event that any student, employee or member of the public believes that any activity, program, service or facility of the program does not conform with the letter or intent of the Americans with Disabilities Act, he or she can voice that concern in a mutual effort to reach reasonable accommodation. Individuals seeking accommodation or who have questions or complaints should contact NIC’s Human Resources Department for assistance.

1.02 Equal Opportunity Employment

North Idaho College Head Start is an equal opportunity employer. It is our policy is to prohibit and eliminate discrimination on grounds of race, color, national origin, religion, sex, age, disability, veteran status, or any other protected class status pursuant to Titles VI and VII of the Civil Rights Act of 1964 and all other related state and federal laws. We are committed to providing an environment free from unlawful discrimination.

In furtherance of this policy, North Idaho College Head Start pledges the following:

A. To recruit, employ, compensate, train, and promote people in all areas of work force (administration, faculty, staff, and students) on an equal and impartial basis regardless of race, religion, color, national origin, age, disability status, gender, or any other protected class status.

B. To base employment decisions on the principles of equal opportunity.

C. To ensure that promotion decisions are in accordance with principles of equal opportunity by imposing only documented, job related requirements for promotional opportunities.

D. To ensure that all personnel matters, such as compensation, benefits, transfers, layoffs, returns from layoff, leave, North Idaho College Head Start sponsored professional development, education, tuition assistance, and social and recreational programs, are administered without regard to the factors specified above.
It is the responsibility of all staff and volunteers to incorporate these equal opportunity principles in all program and personnel decisions, and to be fair and equitable in protecting the rights of employees, volunteers, and beneficiaries.

Individual employees and volunteers also share in the responsibility to support this effort through their own conduct and personal sensitivity to the rights of co-workers and all others with whom they interact. All individuals are held in high positive regard.

2.00 Organization

North Idaho College Head Start is administered by a Director hired by the Grantee Board of Trustees with approval of the Policy Council. Under the general direction of the North Idaho College Grantee Board of Trustees, the Director is responsible for the administration of the organization in accordance with the rules, regulations and policies approved and set forth by the grantee with the Policy Council approval. Staff lines of authority are outlined on an organizational chart, PDM/002.

3.00 Selection and Hiring of Personnel

All positions are open to the public and staff for competition who meet the qualifications for the job.

The North Idaho College Human Resources office staff processes all advertising and recruiting efforts with the Director determining salary parameters and working conditions for all positions. Compliance with North Idaho College Head Start’s Procedures is required. Employment contracts, Letters of Understanding, or Memorandums of Agreement for these positions are issued in coordination with the North Idaho College Human Resources Department.

3.01 Initiation of Position Openings

E. Center Supervisors notify the Director as soon as they become aware of the need to fill a position. The Director then notifies the Component Area Coordinators.

F. The HR/Facilities Coordinator, Director, and Human Resources develop the position recruitment advertisement.

G. For each position, the advertisement must include the job description, minimum qualifications, proposed starting date, starting salary range, and the closing date for applications. To receive full consideration, applications must be received in the North Idaho College Human Resources Office by the closing date specified.

H. All vacant positions are announced in the Week’s Worth bulletin. The HR/Facilities Coordinator distributes announcements of Position Openings to each Head Start Center. Position announcements are posted at each Head Start Center for at least five (5) working days.
I. The Human Resources Office advertises and recruits through available resources. All recruiting advertisements are processed through the Human Resources Office. The cost of off campus recruiting and advertising is the responsibility of North Idaho College Head Start.

3.02 Hiring Process

A. Screening and determining semi-finalists for interviews is based on the applicants’ qualifications. Applicants with the qualifications best suited for the position are referred for an interview with the Interview Committee.

B. The Interview Committee will be determined by the Head Start Director and/or follow standard procedures. Typically, an interview committee consists of no fewer than three members which at least 50% must be parent representatives from Policy Council or Head Start parents. The remainder of the committee may consist of staff representatives.

C. The Interview Committee interviews applicants, qualified after screening, and recommends an appropriate number of candidates, depending on qualifications, to the Director for final selection.

D. The Director selects a candidate to recommend to Policy Council for approval. In the event the Director is unable to arrive at a final decision, he/she may repeat the hiring process. The Director may recommend underfilling a position if he/she determines appropriate. (See 3.05.02 Underfill Policy)

E. When the selection procedures are completed, the North Idaho College Head Start Director must complete the Confirmation of Job Offer form supplied by the North Idaho College Human Resources Office. The form is signed by the Director and forwarded to Human Resources.

F. All employees are issued an employment agreement.

G. The official college personnel file for these employees is held in the North Idaho College Human Resources Office files. A copy of the information specified in Section 3.11 is kept in a secondary personnel file in the North Idaho College Head Start Central Office.

H. In the case of hiring for the Director position, the Interview Committee is made up of the North Idaho College Board of Trustees Liaison, one elected member of Policy Council and the Chair of the Staff Development Committee. The recommendation of the Interviewing Committee is submitted to Policy Council, the Grantee Board of Trustees, and Office of Head Start Region X for approval.

I. Termination of the Head Start Director must be approved by the Grantee Board of Trustees and Policy Council.

J. All employment offers are tentative until approved by the North Idaho College Head Start Policy Council.
3.03 **Interview and Moving Expenses – Reimbursement to Applicants**

North Idaho College Head Start does not reimburse applicants' expenses, such as interview or moving expenses.

3.04 **Initial Appointment/ New Appointment/ Initial Probation**

A. North Idaho College Head Start Central Office notifies all rejected finalist applicants of the final decision by mail following the decision. North Idaho College Head Start Central Office notifies all rejected applicants following screening or initial interview.

B. New employees appointed to all positions or employees appointed to new positions in the North Idaho College Head Start program are on probationary status. A new position in the organization is considered a new appointment.

C. Each employee must successfully complete a six (6) month probationary period. In rare cases this may be extended up to an additional ninety (90) calendar days at the discretion of the North Idaho College Head Start Director.

The purpose of the probationary period is to further determine the employee's qualifications for the position, to provide a period of adjustment for a new employee and to dismiss those employees whose performance does not meet the expected performance.

D. At the conclusion of the probationary period, formal action is taken. Notification is given in writing from the employee's immediate supervisor, and a copy is placed in the employee's personnel file. The written notification either:

1. Confirms appointment to a regular full-time or part-time position.
   Or
2. Places the employee on special probation.
   Or
3. Dismissal.

E. At any time during the initial probationary period, the supervisor may recommend, in writing and with reasons, to the North Idaho College Head Start Director that the employee be dismissed or re-assigned. The Head Start Director with approval from Policy Council may dismiss an employee, or recommend the employee be reassigned to a job commensurate with his/her capabilities. In the event an employee is reassigned during a probationary period, a new period of probation begins on his/her first day in the new position.

In the case of the Head Start Director position, the North Idaho College Board of Trustees Liaison may recommend, in writing and with reasons, to the Board of Trustees and Policy Council, the employee be dismissed or re-assigned.

3.05 **Initial Record-keeping**

A. The Statement of Agreement (PDM/059), signed by the employee, is placed in the employee's file.
B. All new employees, appointees, and regular volunteers follow the Confidentiality Policy (PDM/156). In the event that child abuse or neglect is suspected, anyone acting as a North Idaho College Head Start representative is exempt from the confidentiality requirement and is required by Idaho Mandatory Reporting Law (16-1619) to report the incident(s).

C. All new employees, appointees, and regular volunteers follow the State of Idaho Child Care Licensing procedure (Idaho Code 39-1105) for fingerprinting and background checks. Background checks and fingerprinting are initiated prior to or on the first day of employment (PDM/065 and PDM/065.a)

D. Supervisors complete three performance evaluations a year for new employees at regularly spaced intervals, the last being in May, using North Idaho College Head Start Performance Review (PDM/175).

E. All North Idaho College Head Start staff have a physical exam within thirty (30) days of hire and a letter of physical health (PDM/066) from the physician added to their personnel medical file maintained at the North Idaho College Human Resources Office. Periodic follow-up physicals will take place when the physician deems necessary.

F. All North Idaho College Head Start staff have a TB test within thirty (30) days of hire.


3.05.01 Underfill Policy

An applicant who has not attained the preferred qualifications may be hired as an underfill. The underfill employee is paid at a rate 15% below the entry-level rate of pay for the position. When an employee hired as an underfill attains the preferred qualifications for their position, they are placed at entry level for that position as reflected on the wage scale.

3.06 Regular Position

A. Following successful completion of initial probation, the employee is granted regular position status.

B. Employees receiving an appointment to a regular position may not be dismissed except for cause. (See Section 3.12 and Section 3.12.01)

1. Dismissal for cause is construed as a breach of contract by the Employee and no further salary shall be due.

2. The Employer has no duty to renew the contract at the expiration of its term. Notification of this action will be sent to the employee by letter from the North Idaho College Head Start Director.

3.07 Temporary Position

A. The Director may create temporary positions.

B. These positions last for no more than four months.
C. Temporary employees are not eligible for benefits.

D. An individual appointed to a temporary position is subject to the same rules as an individual appointed to a regular position.

E. The temporary appointee has the opportunity to apply for regular appointment to that position.

F. A temporary employee who works between 20-40 hours per week for four consecutive months and terminates as of the cut off date in the fourth month can be re-employed as a new hire on or after the first day of the sixth month. There can be no days worked and no pay check in the fifth calendar month of dismissal following the end of the four month temporary appointment period.

3.08 Part-Time Position

A. An employee who works less than 20 hours per week is not eligible for benefits.

B. An employee who works 20 hours or more per week is a classified benefited employee who is entitled to receive all benefits offered by North Idaho College Head Start.

3.09 Initial Probation - See Section 3.04

3.10 Special Probation - See Section 3.13 # 3

3.11 Maintenance of Individual Personnel Records

The HR/Facilities Coordinator establishes a confidential personnel file for each employee at the time he/she is employed. All copies of any portion of these files are kept in a locked cabinet at the North Idaho College Head Start Central Office. The HR/Facilities Coordinator maintains the personnel system. The original application, original contracts, appointments or agreements, emergency contact and change of address forms, confirmation of job offer, and performance reviews are kept at the North Idaho College Human Resources Office. All medical related information is maintained at the North Idaho College Human Resources Office in a separate, individual medical personnel file.

A. Files maintained at the Head Start Central Office contain:

   Individual Employee Personnel File contents:
   Section 1:
   a. Employee Information Data Sheet
   b. Employee Emergency Contact and Medical Provider
   c. Change of Address/Telephone Number
   d. Key check-out form

   Section 2:
   a. Copy of application
   b. Confirmation of Job Offer (PDM/056)
   c. Wage Scale Placement/Salary Changes (PDM/057)
d. Employment Contract, Letter of Appointment, or Memorandum of Agreement

e. Promotions or transfer documentation

Section 3:

a. New Employee Orientation Checklist (PDM/062)
b. New Employee Orientation Completed by Supervisor (PDM/062-A)
c. Statement of Agreement/Declaration (PDM/059)
d. Drug Free Workplace Statement (PDM/063)
e. Employee’s Rights and Responsibilities (PDM/064)

Section 4:

a. Proof of educational status: official transcripts for all positions requiring degrees or certifications
b. Unofficial copies of transcripts based upon professional development plan
c. Training/Professional Development certificates

Section 5:

a. Confirmation of probation completion
b. Copy of initial, probation, and annual Performance Reviews (PDM/175)
c. Supervision meeting form (PDM/176) when applicable
d. Special probation notice when applicable
e. Dismissal notice when applicable

Section 6:

a. Professional Development plan, Staff Workshop Record, and corresponding certificates
b. Professional Development requests

Section 7:

a. Criminal History/background check status updates and clearance letter

Section 8:

a. Copy of required certifications: CPR, First Aid, Food Handler’s card

Individual Employee Medical File contents (maintained at NIC Human Resources Office):
Physical exam statement, medical releases, workman’s comp claims and TB test results

B. All information contained in personnel files remains confidential. No unauthorized person has access to information contained in the personnel files. All persons having access to the personnel files shall be reminded of the confidential nature of such information and be charged with the responsibility of maintaining same. Failure to maintain confidence in personnel matters may result in disciplinary action.

C. Each employee has access to their personnel file, may designate (in writing) someone to inspect their file, and may designate someone to copy contents of their file.

D. Once a document has been filed in a personnel file it may not be removed or destroyed.
3.12 Resignations, Reduction in Work Force

A. Resignations

An employee seeking to resign must submit a Letter of Resignation to the Director. For exempt, professional staff this should be received at least one month prior to the resignation date and two weeks for all other staff. All necessary payroll adjustments occur with the final paycheck. In the absence of a letter of resignation from the employee, the employee's immediate supervisor sends a letter confirming the verbal resignation.

B. Reduction in Work Force

North Idaho College Head Start strives to provide a stable and secure environment in which to work. However, circumstances occasionally arise that necessitate reductions in the work force which may occur due to budget constraints, changing conditions or community needs requiring reorganization of the program or centers. Employees will be provided as much notice as possible should it become necessary to engage a reduction in work for one or more individual(s).

3.12.01 Dismissals & Suspensions & Demotion

Dismissal means termination of the employment agreement. Suspension means an enforced period of absence with or without pay for disciplinary purposes or pending investigation of charges made against an employee. Dismissal and suspension are matters that may be considered under employee grievance procedures.

A. Dismissal with Notice

Whenever the Director considers it necessary to dismiss an employee, the employee receives written notification clearly setting forth the specific reasons for the dismissal and date dismissal is effective. A copy of the dismissal notice is placed in the employee's personnel file.

B. Dismissal without Notice

The Director may dismiss an employee without notice if negligent performance of duties jeopardizes the safety of North Idaho College Head Start children, parents, employees or property, including, but not limited to, examples such as being on duty under the influence of alcohol or drugs, impaired ability to operate equipment, or neglecting vital job responsibilities. The employee receives written notification clearly setting forth the specific reasons for the dismissal. A copy of the dismissal notice is placed in the employee's personnel file.

C. Suspension on Felony Charges

The Director may place an employee on suspension, with or without pay, upon the issuance of an indictment for felony charges relating to conduct outside employment and upon notification of the employee when the felony charges directly affect the nature of the job or the employee’s relationship with North Idaho College Head Start. Such suspension may remain in effect during the time such charges are pending. Full reinstatement of all benefits and salary to which the
employee would have otherwise been entitled is provided to the employee upon a subsequent finding that the charges or information were without grounds or were dismissed.

D. Suspension for Investigation

The Director may place an employee on suspension with pay, pending investigation of charges that, if substantiated, would constitute proper cause for dismissal. Under these circumstances, the employee may be suspended immediately without prior notice.

The employee receives written notification clearly setting forth the specific reasons for the suspension. A copy of the suspension notice is placed in the employee's personnel file.

E. Disciplinary Suspension

The Director may place an employee on immediate suspension, without pay. Such suspensions must not exceed thirty (30) calendar days. The employee receives written notification clearly setting forth the specific reasons for the disciplinary suspension. A copy of the suspension notice is placed in the employee's personnel file.

F. Grounds for Dismissal or Suspension

Any employee may be dismissed or suspended for any of the following causes that occur during the period of employment:

1. Misstatement or deception of material fact in the application for North Idaho College Head Start employment.

2. Failure to perform the duties and carry out the obligations imposed by North Idaho College Head Start rules and regulations.

3. Inefficient, incompetent, or negligent performance of duties.

4. Failure on the part of a staff member directly responsible for the supervision of children, to provide continuous and ongoing supervision of all children for whom they are responsible.

5. Physical or mental incapacity for performing assigned duties.

6. Reporting to work under the influence of alcohol or drugs.

7. Refusal to accept a reasonable and proper assignment from an authorized supervisor.

8. Any activity that has the purpose or effect of disrupting the working relationships between employees, employees and their supervisors, or employee groups.

9. Any activity that has the purpose or effect of disrupting the working relationships between North Idaho College Head Start or North Idaho College Head Start employee groups and non- North Idaho College Head Start cooperating agencies, such as suppliers, other educational institutions, and state agencies.
10. Any verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual or group’s work performance or creating an intimidating, hostile, or offensive work environment.

11. Habitually failing to report for duty at the assigned time and place, or to work the assigned scheduled hours.

12. Repeated misuse of sick leave.

13. Absence without notifying the appropriate supervisor.

14. Careless, negligent, or improper use/unlawful conversion of North Idaho College Head Start property, equipment, or funds.


16. Unauthorized disclosure of confidential information from official records.

17. Conviction of a crime involving moral turpitude (wrong doing).

G. Demotion

Demotion is the reassignment of an employee to a position with a lower pay rate. The demoted employee may be returned to a previous position with no probationary period or may be placed in a new position for which the employee has minimum qualifications. If the demotion involves assignment to a new position, the employee begins a new probation period.

1. A change in job description (new or existing) involving a new title and diminished responsibilities and/or duties requires that compensation be adjusted accordingly.

2. An employee may be demoted upon his/her own request, subject to the approval of the Director.

3. An employee must be given written notice of a demotion of at least fifteen calendar days before its effective date.

4. When an employee is demoted, the salary is reduced to a lower pay grade as recommended by the Director.

5. A supervisor may recommend demotion of any employee for the following reasons:
   a. The elimination of the employee’s position because of a lack of work or lack of funds.
   b. The displacement of the employee because another employee who is entitled to the position returns to duty.
   c. The failure of the employee to successfully complete the probationary requirements of a higher position.
d. Disciplinary action for causes not so severe that suspension or dismissal would be warranted.

3.13 Corrective Action Process

North Idaho College Head Start strives to provide its employees with an employment structure that helps individuals grow and improve in their careers. North Idaho College Head Start personnel are expected to meet certain standards of performance on the job, to adjust to changes in work assignment and schedules when necessary, and to be willing to learn new skills and apply them where they are most critically needed. The corrective action process is intended to improve the employee’s performance to a sustained acceptable level and to provide a process that allows supervisors and employees to work together.

A. Corrective Action

Following is the process that may be used by supervisors when dealing with unacceptable performance. Although most situations will generally follow the process described below, it is recognized that some cases of unacceptable performance may require immediate suspension and/or dismissal as an alternative to following this process. The process is not applicable to employees in probationary appointments.

1. Step One: Verbal Discussion
   A supervisor verbally discusses the areas of performance that are in question with the employee. The employee is thus given an opportunity to correct the problem before a formal written warning is issued. Counseling, training, professional development, and other referral services available may be discussed with the employee when appropriate. The supervisor documents this discussion.

2. Step Two: Written Warning
   If a resolution acceptable to the supervisor is not reached within a specified time after the verbal discussion, a written warning is given to the employee. This document becomes part of the employee’s official personnel file in the Human Resources Office. This warning references the previous verbal discussions, identifies the performance expectations, provides a timeline for achieving the performance expectations, and indicates that failure to sustain an overall acceptable level of performance may lead to further corrective action. Actions including counseling, training, professional development, or mentoring should also be documented and filed in the Human Resources Office.

3. Step Three: Special Probation
   Failure to achieve acceptable performance may result in the employee being placed on probation for a specified period. This action is documented in writing. The probation document is prepared by the supervisor and delivered to and signed by the employee. This document becomes part of the employee’s official personnel file in the Human Resources Office, and a copy is forwarded to the Director. The document should reference any previous verbal discussions, written warnings, and state that unless immediate and significant improvement is made and maintained over a designated period of time, which is established by the immediate supervisor, dismissal of employment results. Probation may include suspension without pay. When satisfactory completion of the probationary period is reached, a documented release form from said probation is given to the employee and a copy placed in the individual’s Head Start personnel file and the official personnel file in the Human Resources Office.
a. Those employees who have been placed on special probation are:

i. Notified in person by the Director, or designee, that they are being placed on probation and the reasons for which the action was taken. They shall also be informed in writing (within 5 days) of the reasons for the probation. A copy, signed by the employee, is placed in the Head Start personnel file and the official personnel file in the Human Resources Office.

ii. Involved with their immediate supervisor or Director in the writing of their expected performance or behavior standards.

iii. Counseled and coached on an on-going basis by a designated supervisor, Component Area Coordinator, and/or the Director to insure that the employee is provided every opportunity to meet prescribed expectations. Written records of counseling, signed by all participants, are kept in the employee’s personnel file.

iv. Encouraged to make every effort to improve and cooperate so that he/she successfully completes probation and return to regular status.

b. Special probation does not exceed one hundred eighty (180) calendar days. At the end of the probationary period, the individual returns to regular status or dismissal proceedings begin.

3.14 Dismissal Process

Should the employee fail to meet the improvements/s as outlined in the probation document within the specified time period, the supervisor meets with the employee to explain the consequences (up to and including dismissal) of the failure to perform as expected and the evidence relied upon by the supervisor. The employee may offer other evidence or explanation for failing to meet the performance standards. Following the meeting, if the supervisor remains unsatisfied as to expected performance, a recommendation for dismissal of employment results. Dismissal must have the review of the Director and the approval of Policy Council. A brief notice of dismissal and its basis, which summarizes the meeting, warning and probationary actions taken before should be presented to the employee and a copy of the notice, placed in the employee’s Head Start personnel file and the official personnel file in the Human Resources Office.

A. Appeal

Within ten (10) days of the issuance of the notice of dismissal, the employee may appeal the dismissal in writing to NIC Human Resources. Within thirty (30) days of receiving the notice of appeal, NIC Human Resources in conjunction with the Head Start Director and Policy Council Personnel Committee shall conduct a review of the dismissal. Within fifteen (15) days from the conclusion of the review the Director issues a decision, which is final.

4.00 Code of Conduct – Confidentiality

All employees conduct themselves in a professional manner recognizing that the nature of the relationships established with children and families requires staff to behave in a responsible and ethical manner.
A. All employees respect the privacy of the people he or she serves and give precedence to his or her professional responsibility over his or her personal interests.

B. All employees recognize that working with North Idaho College Head Start families is a public trust that requires compassion, belief in the dignity and worth of human beings, respect for individual differences, a commitment to service, and a dedication to truth.

C. All employees receive a copy of and adhere to the North Idaho College Head Start Ethics policy (PDM/157).

D. No volunteer is left alone with a child or groups of children.

E. Each and every North Idaho College Head Start employee who has direct or indirect access to data pertaining to the application, enrollment, and disposition of any and all children or families receiving services from Head Start maintain that information with the strictest confidentiality.

Confidentiality is defined as holding-in-confidence any and all information obtained from an employee, child, parent, or family member or contained in the employee, child or family file. This includes but is not limited to, personally identifiable information, disability records, and financial data.

Any unauthorized releasing or casual discussion of such information shall be considered to be a violation of the employee’s, child’s, or family’s privacy and shall be considered gross misconduct and subject to immediate disciplinary action.

Temporary employees appointed for long term assignments may be granted access to confidential data on a case by case basis when approved by the Director.

All employees and volunteers will follow the Confidentiality Procedure (PDM/156.a)

4.01 Performance of Duties

Each employee of the North Idaho College Head Start program performs all duties assigned to him/her in a manner that is described in the Statement of Agreement, Job Descriptions and Operations and Monitoring System. Employees shall:

A. Show courtesy, cooperation, diligence and tact in dealing with supervisors, fellow workers, persons being supervised, the North Idaho College Head Start participants and the general public.

B. Safeguard all information of a confidential nature and refrain from disclosing any petition thereof, except in the manner and to the extent authorized.

C. Economically utilize, protect and conserve supplies, property and equipment with which he/she is entrusted.
4.02 **Civil Rights**

Discrimination is defined as any practice or regulation that discriminates on the basis of race, color, ethnicity, nationality, religion, gender, sexual status, age, disability, or veteran status, as each of these bases are defined by law. Discrimination subverts the mission of North Idaho College Head Start, and threatens, in both obvious and subtle ways, the well-being of students and staff. Denial of human dignity is unacceptable and will not be tolerated at North Idaho College Head Start Head Start. Practices or regulations that discriminate on the basis of race, color, ethnicity, nationality, religion, gender sexual status, age, disability, or status as Vietnam-era veteran, as each of these bases are defined by law, are neither condoned nor permitted in any area of North Idaho College Head Start operations. This includes personnel appointments, student admissions, disciplinary regulations, housing assignments, classrooms, or other facilities, or in any activities of the employees, or students that may be commonly regarded as sponsored or sanctioned by North Idaho College Head Start.

4.03 **Sexual Harassment**

A. **Definition of Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or discrimination based on gender differences when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.

B. This policy recognizes that sexual harassment may occur between persons of:

1. The same employment status (i.e.; direct service staff - direct service staff, administration-administration).

2. Differing employment status (i.e.; direct service staff - administration).

C. North Idaho College Head Start discourages consensual sexual relationships between employees and their subordinates. Persons in positions of power, authority, or control over others should be aware of and sensitive to problems that may arise from those relationships.

D. **Implementation:**

1. Any employee who feels that he/she is subject to sexual harassment, either directly or indirectly via a hostile work environment, should contact the Director of Human Resources immediately to lodge a complaint. The complaint will be evaluated and appropriate action initiated with a timely manner.

2. Prompt, appropriate, corrective action will be taken against any employee of North Idaho College Head Start who violates this policy.
a. Violation of this policy may lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop sexual harassment.

b. Persons with supervisory responsibilities for employees/volunteers are expected to report and/or take appropriate supervisory action when they know of sexual harassment.

4.04 Sexual Harassment Complaints Procedures

If you believe sexual harassment has occurred, contact your supervisor, the Director, or Human Resources immediately.

4.05 Malicious Harassment

A. Malicious harassment, is defined as any act of intimidation, harassment, physical force, or threat of physical force against a person when motivated by that person's race, color, ethnicity, nationality, religion, gender, sexual status, age, disability, veteran status, or any other protected class. Malicious harassment subverts the mission of North Idaho College Head Start, and threatens, in both obvious and subtle ways, the well-being of students and staff, and is not tolerated at North Idaho College Head Start.

B. Any employee who feels that he/she is subject to malicious harassment, either directly or indirectly via a hostile work environment, should contact the Director of Human Resources immediately to lodge a complaint. The complaint will be evaluated and appropriate action initiated with a timely manner.

C. Violation of this policy may lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop the harassment.

5.00 Employment Agreements

A. Employees receive an employment agreement within 30 days of the program receiving the Federal Grant award letter.

B. Staff hours or days per position are designated in each grant. Staff is informed of the hours or days expected on their yearly employment agreements.

C. A normal workday consists of not more than eight (8) hours. However, special circumstances may be specified by the employee’s immediate supervisor with prior approval.

D. All employees shall report to work promptly at the time agreed upon by the employee and supervisor. Habitual tardiness, absenteeism or misuse of leave time is grounds for disciplinary action and/or dismissal.
E. Staff who attend required training/professional development or required committees which takes them away from their centers claim on their record of time the hours for the training/professional development or committee meeting, including travel time.

F. Staff with school age children may arrange their schedules to volunteer in their child's school up to one day a month with their supervisor's approval. Volunteer time is not paid.

5.00.01 Overtime Pay / Flexible Time

A. A standard workweek begins at 12:01 a.m. Monday and extends through 11:59 p.m. Sunday. Hours actually worked more than forty (40) hours in a standard week are considered overtime and paid at one and a half (1.5) times the regular hourly rate for non-exempt employees.

Non-exempt staff is not allowed to work over forty hours (40) per week without the prior approval of their supervisor. Violation of this regulation is grounds for disciplinary action and/or dismissal. **Supervisor's approval must be obtained prior to working overtime hours. (PDM/111-A.a)**

B. Flexible Time Policy

North Idaho College Head Start recognizes that management and professional positions are demanding and often require work beyond that normally expected of other employees. **Supervisor's approval must be obtained prior to working extended hours for compensatory time. (PDM/111-A.a)**

Flexible (compensatory) time for extended hours of work on a workday or work on a legal holiday, a Saturday or a Sunday may be accrued only upon the prior approval of the appropriate supervisor. In no event will flexible (compensatory) time be used as the basis for additional compensation.

5.01 Center Hours of Operation

Center hours are maintained according to general policies.

A. Regular hours of operation depend on the Center model. Center Supervisors designate staff to open and close the center in order to maintain regular hours of operation. Center Supervisors notify Director of regular center hours of operation.

B. A variance of time in center daily schedules must be arranged in advance with the Director.

C. Classroom staff and parents work together to keep the schedule so class starts on time. Children should arrive no earlier than five (5) minutes before class is scheduled to begin, and picked up within five (5) minutes of class end time.

D. Center Closures: The Central Office is notified promptly by the Center Supervisor if the Center is closed. Appropriate center staff promptly notifies parents. Each Center needs to ensure all class contact days are made-up.
1. Center Supervisors after consultation with the Director and/or Health Coordinator reports school closure due to health reasons to local Panhandle Health District office.

E. Inclement Weather: All Head Start Centers follow school closure day of local school districts. However, the most important issue is the health and safety of children and it is the responsibility of each Center Supervisors to determine the need to close the Center due to adverse weather conditions on an individual basis.

1. Center Supervisors/Center Assistants may work on snow days in order to make sure that all parents and staff are notified of the snow day and all necessary business at the center is taken care of.

2. All class days missed due to Center closures must be made up to ensure that the required number of class days as specified in the Health and Human Services (Head Start) grant are completed.

3. Closure days for Center staff are non-paid. Exception: Each Center or Central Office may have staff that is required to be at work. Time worked is time paid. Non-exempt staff may work only with permission from their supervisor.

4. The Central Office is only closed, when, due to weather conditions the North Idaho College campus is closed.

5.02 Team Teaching Assignments

North Idaho College Head Start makes team assignments based upon the strengths and needs of individual staff members with the intent of creating a strong, complimentary, and well balanced classroom teaching team. The program’s pursuit of excellence is the primary consideration made when determining classroom teams.

In Centers with more than one classroom, the following procedure is followed:

A. Center Supervisor gathers staff input on possible team assignments.

B. Center Supervisor proposes classroom teaching assignments and the rationale for such assignments to the Education Coordinator.

C. The Education Coordinator reviews the proposed assignments and presents them to the Director for approval.

5.02.01 Administrative Transfer

North Idaho College Head Start Director retains the right to transfer an employee from one center, site, or position within a center to another to meet the staffing needs of the program. Written record of the reasons for such transfer is shared with the employee and retained in the employee’s personnel file. An employee may request an administrative transfer in writing to the Director.

5.03 Expectations of Staff
A. Staff shall be aware of the rules that affect them including but not limited to personnel policies, performance standards, job description, and North Idaho College Head Start Operations and Monitoring System.

B. Cell phone use during work hours shall not be intrusive to job duties or center operations.

C. Staff shall abide by the Ethics Policy (PDM/157) and follow the Code of Conduct (Personnel Policies, Section 4.0)

D. All staff are considered employees of North Idaho College Head Start until a resignation has been received, following Section 3.12, or a person is dismissed, or a contract is not renewed.

E. The Director is responsible for all actions of employees that are related to Head Start in any way. Specific actions that may affect the program must be approved by the Director.

F. Staff attend required training/professional development.

G. Head Start employees are responsible for their own property. Head Start insurance does not cover the loss of personal property.

H. Employees are accountable for damage to or loss of Head Start program monies or properties for which they are responsible when the loss is due to negligence, carelessness or improper use. The employee may be required to pay for items lost or damaged. All lost or stolen property is reported to the Central Office immediately. All items in centers are to be included on the inventory. If the article is of value the Director reports it to the insurance company.

I. If employees remove any property valued at more than $50 from the Center or Central Office an equipment check-out form (PDM/904-A) must be completed.

J. All official correspondence to North Idaho College Head Start employees is received at the Center or Central Office and not at the personal address of employees unless approved by Director.

K. After an employee completes a class that North Idaho College Head Start has contributed resources (books and/or tuition) a copy of transcripts or grade report is placed in the employee’s personnel file within 60 days of the class completion date.

If the employee does not successfully complete the class or fail a transcript grade report all North Idaho College Head Start resources expended are returned in full to North Idaho College Head Start.

Successful completion of a class shall be defined as obtaining a grade of “C” or better. North Idaho College Head Start resources may be recouped through direct payment by the employee; a payroll deduction 60 days following the completion date of the class; a payroll deduction from the employee’s final paycheck.

Materials obtained at workshops and other professional development events paid for by North Idaho College Head Start belong to North Idaho College Head Start.
K. North Idaho College Head Start may restrict outside employment by employees that interferes with employee’s performance of program related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest. All outside employment must be reported to the employee’s immediate supervisor who will then inform the Director who will determine whether or not a restriction will be put in place.

5.04 Official Use of Letterhead.

North Idaho College Head Start letterhead is for official use only. Employees submit all letterhead correspondence to their immediate supervisor for review. Copies of all correspondence completed using North Idaho College Head Start letterhead are retained on file where generated.

5.04.01 Media Releases

Press releases are approved by the Director before release.

5.05 Political Activity

A. Political activity during working hours is strictly prohibited.

B. An employee of North Idaho College Head Start who has filed a declaration of candidacy for a partisan office or is officially nominated by any party may not continue his/her employment with the grantee.

C. Pursuant to Head Start Act Sec.656.[42U.S.C.]B(3) North Idaho College Head Start is not conducted in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel, in a manner supporting or resulting in the identification of such program with:

1. Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or political party office.

2. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.

D. Any and all lobbying activities conducted by North Idaho College Head Start employees will comply with the Hatch Act (posted at each Center and the Central Office).

5.05.01 Unlawful Disturbances

No employee shall, in performance of duties as an employee, plan, initiate, participate in or otherwise aid or assist in the conduct of any unlawful demonstration, rioting or civil disturbance.

5.06 Drug-Free Workplace Policy

This policy reflects our conviction that the use of illegal or abused substances within the context of this community is inappropriate and counter productive to the education, moral, and
developmental objectives of North Idaho College Head Start. Any employee of North Idaho College Head Start found in violation of this policy is subject to disciplinary action.

A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited on Head Start owned or controlled property. This policy applies equally to North Idaho College Head Start staff, enrolled families, and volunteers.

B. No employee is to perform his or her work while under the influence of alcohol or illegal mood altering substances.

C. Smoking and any other use of tobacco or tobacco products is not allowed in any North Idaho College Head Start facility, grounds, vehicle, or on any North Idaho College Head Start premise.

D. It is the responsibility of the employee to check with his/her physician, dentist, or pharmacist as to whether or not a prescription or over-the-counter drug impairs performance and to notify his/her supervisor of the impairment and the period of time the medication will be used. An employee is not allowed to work if there is a risk of impairment of performance of duties.

E. North Idaho College Head Start follows the North Idaho College Drug-Free Workplace Policy and Procedure.

1. North Idaho College shall be responsible for establishing a Drug-Free Awareness Program to inform employees about:
   a. The dangers of drug abuse in the work place and educational environment.
   b. The institution's policy of maintaining a drug-free work place.
   c. The availability of drug counseling and rehabilitation programs.
   d. The penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the work place.

2. As a condition of employment all employees:
   a. Abide by the terms of the policy.
   b. If found to be in violation of the policy, be subject to disciplinary action. Such action is initiated by the Director or designee; and
   c. Notify his/her immediate supervisor of any criminal drug statute conviction, in a court of law, occurring in the work place no later than five days after that conviction.

3. Within thirty days of receiving notice that an employee has been convicted of a drug-related crime the Director or designee initiates and takes one or both of the following actions:
   a. Take personnel action against such an employee, up to and including dismissal; and/or:
b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.

5.07.00 Employee Relations

Efforts are made to encourage and maintain satisfactory employer-employee relationships in order to achieve highly productive, professional, and enthusiastic employee cooperation in furtherance of all Head Start programs, and at the same time, establish the highest possible level of employee efficiency, morale, and mutual respect.

5.07.01 Conflict Resolution

The first step is to attempt to resolve the issue between the involved parties. The employee is obligated to discuss the issue with his/her immediate supervisor and work together to reach a resolution.

5.07.02 Grievance Procedure

Definition

A grievance is defined as a substantial unresolved conflict or complaint concerning the conditions of employment, including implementation of North Idaho College Head Start written policies, procedures, or Head Start Performance Standards.

Procedure

Step 1.
The employee should discuss the issue with his/her immediate supervisor, unless a threat or intimidation is perceived, and to work together to reach a resolution at this level. This step must be taken prior to committing the grievance to writing.

Step 2.
After reasonable effort has been made to settle the issue and has failed, the grievant may commit to writing his/her dispute, citing the policy or procedure specific to the dispute and how the policy or procedure has not been followed or applied properly. In the case of a condition of employment violation, the grievant must clearly define the situation, the harm done, the specific facts upon which the grievance is based, and a suggested resolution. The results from the attempts to resolve this in Step 1 must be detailed. This formal written grievance is presented to the North Idaho College Head Start Director. The grievant must inform his/her supervisor of the intent to do so prior to submitting the formal grievance, as well as provide the supervisor with a copy of the written grievance. The written grievance must be filed within five (5) working days after attempts to resolve the issue using Step 1 have failed.

Step 3.
The Head Start Director reviews the facts of the grievance and provides a written decision with fifteen (15) working days after the grievance is received. The decision of the Director is final.

Note: In the event that the Head Start Director is a party to the grievance, the issue is immediately addressed to the North Idaho College Director of Human Resources.

5.08 Conflict of Interest

All North Idaho College Head Start employees shall avoid any conflict between their personal interests and the interests of North Idaho College Head Start in dealing with suppliers and all other organizations or persons doing or seeking to do business with North Idaho College Head Start. In furtherance of this policy, North Idaho College Head Start requires that a competitive process be used in the procurement of materials, supplies, equipment and contractual services as specified by Idaho Code.

5.09 Employment of Relatives

A North Idaho College Head Start employee may not function as a judge or advocate or immediate supervisor in specific situations involving members of his/her immediate family, such as the employee’s spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Employees of NICHS should neither initiate nor participate in institutional decisions involving a direct benefit, such as initial appointment, supervision, retention, promotion, salary, or leave of absence, to members of their immediate families. Exceptions to the policy may occur with approval of the Director.

6.00 Performance Review

The purpose of this review is to recognize job strengths, identify challenges, areas for next steps for job improvement. This performance review form (PDM/175) helps to identify and record the employee’s strengths, challenges, and next steps.

The supervisor completes a performance review for staff who have been granted regular position status at least once a year in May with a follow up review to evaluate progress on goals and/or projects the following January. Supervisors complete three performance reviews a year for new employees at regularly spaced intervals, the last being in May.

6.01 Professional Development

North Idaho College Head Start recognizes the importance of continual individual and professional growth of its employees through educational opportunities and professional development.

A. All employees complete yearly training/professional development as prescribed by Federal Head Start Performance Standards.

B. Staff submits a Professional Development Request (PDM/192) in accordance to the selection for professional development criteria as part of the Professional Development System (PDM/189).
C. All employees complete an annual professional development assessment with their supervisor as part of the Performance Review and Planning Guide (PDM/175.1).

D. The Staff Development Committee develops an annual professional development plan based on individual interests and needs according to results of staff performance reviews, North Idaho College Head Start Professional Development Plan (PDM/188), and program needs.

7.00 Employee Benefits

North Idaho College Head Start is committed to attracting and retaining highly qualified staff. Toward this end, Head Start offers a competitive package of fringe benefits. While North Idaho College Head Start has worked to create as many benefited positions as possible, some positions are benefited, while others are not.

In general, North Idaho College Head Start position employed 20 hours or more per week and for five months or more, are entitled to participate in the benefits program. While some features of this benefit program will vary, major components include the following:

A. A comprehensive benefits package through North Idaho College. Refer to the NIC Human Resources website for more information. (www.nic.edu – Faculty and Staff (left side of page), then Human Resources to check benefits.

B. Educational Benefits: To access a complete list of educational benefits go to www.nic.edu – Faculty and Staff (left side of page), then Human Resources to check benefits.

1. Head Start employees follow the professional development request procedure found in the Operations and Monitoring System. All educational benefits (tuition waivers) are initiated through the Head Start HR/Facilities Coordinator.

C. Additional Benefits:

1. North Idaho College ID Card – The NIC ID card is the employee’s pass to free admission to athletic games and reduced fees to college-sponsored events, and also serves as the employee’s library card. All full time employees may sign up for an ID card.

2. Direct Deposit – Employees may choose to have their paychecks deposited directly to either their checking or savings accounts. Funds will be deposited once per month, usually on the last working day of the month.

3. Sick Leave – based upon the number of days or hours worked during the year. See NICHS OMS Personnel Manual Section 7.03.

7.01 Holidays

A. For staff members that work 260 days or more the following are paid holidays: Independence Day, Labor Day, Thanksgiving Break, Christmas Day, New Year’s Day, Martin Luther King Day, Presidents’ Day, and Memorial Day.
B. Holidays that fall on a Sunday are observed the following Monday. Holidays that fall on Saturday are observed on the preceding Friday.

7.02 Annual Leave

Only full-time employees (contracted for 260 days annually) accrue annual leave. Currently no Head Start employment agreement meets or exceeds 260 days.

7.03 Paid Leave

No program funds may be used to pay for benefits related to payment of health care in addition to the benefit offered by North Idaho College Head Start.

Employees may choose to use sick leave in the following situations.

A. Sick leave is accrued monthly by benefited employees beginning with the first full calendar month of employment based upon the number of annual contract hours as follows:
   Number of annual contract hours multiplied by .0058 (FTE of 12 months divided by 2080 hours per year) multiplied by number of work months as specified on contract.

   **Example**: 1408 contract hours multiplied by .0058 (FTE) = 8.16 hours per month
   8.16 hours per month multiplied by 9 work months = 73.50 hours sick leave earned per year

B. Sick leave may be used in cases of actual illness or disability on the part of the employee. Medical certification by a recognized practitioner may be required. Sick leave may also be taken in the case of illness of a member of the employee's immediate family as directed by the Family and Medical Leave Act of 1993.

C. Any employee taking sick leave must notify his/her immediate supervisor as soon as possible before or as near the beginning of the day as possible.

D. Sick leave shall be charged against sick leave and contract hours.

E. Unused sick leave may be carried forward from year to year.

F. When an employee is dismissed or voluntarily resigns, he or she is not reimbursed for any unused sick leave.

G. All employees, prior to returning to work after an extended three (3) working days or more illness or injury is required to submit to their immediate supervisor, a doctor’s release (PDM/084) accompanied by a job description for the employee signed by the physician.

H. Employees may use up to three (3) sick leave days per year for personal leave.

J. In the event of a death in an employee’s immediate family an employee may take up to 5 days Bereavement Leave. This leave may consist of a combination of Sick Leave, Annual Leave, Non-Duty Days, or Leave of Absence (without pay). Before taking Bereavement Leave an employee must notify and coordinate leave with their immediate supervisor.
7.04 Other Leaves

A. Family and Medical Leave and Military Leave – follow NIC’s policy.

B. Leave for Jury Duty
Employees receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation. The employee is entitled to keep fees and mileage reimbursement paid by the court in addition to his/her regular salary. Travel expenses in connection with this duty are not subject to reimbursement by North Idaho College Head Start.

C. Leave of Absence
A leave of absence without pay may be granted in individual cases at the discretion of the Director for an initial period of one day up to one year. This arrangement shall be in the form of a written contract signed by both parties. Staff may be requested to declare their intentions within an appropriate time for re-hiring.

8.00 Travel

A. Head Start staff may be reimbursed for travel as authorized by their supervisor and according to the Travel Policy (PDM/112). It is the responsibility of the Director to keep current records of travel expenditures and to maintain a level of expenditures so that the total amount does not exceed approved funds. The Director shall authorize all travel expenses.

B. Cellular phones may not be used while operating a motor vehicle while performing North Idaho College Head Start job duties implied or not. Any cellular phone usage conducted from a motor vehicle may occur only when the vehicle is legally parked.

C. North Idaho College Head Start has program cars available for use by staff and consultants.

D. All out of area travel is authorized in advance by the Director. All necessary training/professional development request forms are completed.
   a. Requests are submitted at least two weeks in advance.
   b. Follow the grantee’s Staff Travel and Allowable Charges Schedule http://www.nic.edu/adminiprocman/administrative_services/20.08.05.htm.
   c. Submit document to the Head Start Fiscal Coordinator for processing.

8.01 Classification and Wage Scale

A. The Staff Development Committee makes recommendations to the Director and the Grant Planning Committee, regarding annual revisions to Job Descriptions and the Wage Scale. The Grant Planning Committee decides which of these recommendations, or revisions of these recommendations, are included in the operations grant. The Director submits the grant to Policy Council for approval.
B. The salary range for each position is listed on the Wage Scale PDM/005 for that position along with the qualifications needed for placement on each level.

C. Wage scale placement is determined upon receipt of official transcripts.

D. Wage increases are granted at the next program year after documentation is submitted to verify that qualifications are met.

E. Each applicant based upon their qualifications upon hire is placed at the entry level for the position.

F. When a current employee is hired for a position, which is a promotion, they are afforded pay protection and receive at least a 5% raise in pay.

G. Pay protection does not apply when an employee is hired for a position that constitutes a demotion.

H. Individual position job descriptions are distributed annually with the Employment Agreements. All program job descriptions are available to review in the PDM component of the Operations and Monitoring System. Contracts are updated when there is a change in employee classification.

I. Pending Grant Planning Committee and Policy Council approval, a cost of living raise (COLA) is granted to all employees based upon the rate specified in the notification for submission of continuation funding application from the Region X Administration for Children and Families office.

J. The Staff Development Committee makes recommendations to the Grant Planning Committee regarding raises within the scale to reward staff for experience and knowledge gained during their tenure.

K. If funding permits, longevity raises are given to all employees using the following criteria:

1. Longevity raises are prioritized by the Grant Planning Committee.

2. For every three years of continuous employment a 1% salary increase is received.

3. For purposes of start up all employees, who have three years or more of continuous employment as of July 1, current program year, will receive a 1% salary increase. (If an employee has been employed for 10 years they would only receive a 1% raise.

4. When the Grant Planning decides that funding is not available during any employee’s three-year cycle than the 1% increase will be applied accumulatively. If an employee has six years accumulated without the 1% increase being applied and funding becomes available they would get a 2% increase at the beginning of their 7th year.

5. These increases cannot exceed the top end of the wage scale.

8.02 Pay Periods
A. Each employee submits a signed record of time showing the days or hours worked. See PDM/110.a.

B. Each employee’s record of time is signed by their supervisor.

C. The HR/Facilities Coordinator submits hourly payroll to the NIC Business Office of the Grantee.

D. Pay checks are issued the last working day of the month.

9.00 Employment References

A. The response to any and all inquiries from other entities seeking a reference for a former or current North Idaho College Head Start employee includes only the dates of employment, a job description, and salary. The response is generated from the North Idaho College Head Start Central Office.

B. North Idaho College Head Start employees may not write letters of reference for past or current Head Start employees using Head Start letterhead. Personal reference letters must be clearly identified as such.

C. The North Idaho College Head Start Director may write a letter of reference for past or current Head Start employees.

9.01 Administrative Team Responsibilities

A. The adjustment of employees to their work situations is not the sole responsibility of employees but is shared with supervisory personnel through each step in the organization's structure.

B. All employees must notify their supervisor of all health and safety concerns within 24 hours.

C. All health and safety concerns must be addressed within 24 hours of their occurrence or discovery. The Health Coordinator is responsible for correcting all health and safety concerns within 24 hours.

D. The North Idaho College Head Start Administrative Team at each level is responsible for providing information to employees about organizational functions, Personnel Policies, job duties. In support of the employee relations, the Administrative Team observes the following obligations:

1. The person to whom the employee is responsible is clearly designated. Refer to North Idaho College Head Start Organization Chart PDM/002.

2. Each employee shall be furnished a copy of his or her position's Job Description. The responsibilities, requirements, and related duties of the position shall be thoroughly explained to the employee by the immediate supervisor.

3. The employee is given an individual orientation to assist him or her in adjusting to the employment situation and on-the-job or special training/professional development.
4. It shall be the responsibility of each supervisor to conduct an orientation for his or her new employee, to include: an introduction to appropriate personnel, a review of Job Descriptions, a tour of facilities, and familiarization with North Idaho College Head Start policies, procedures, and standards. At the conclusion of orientation, all new employees are required to sign a Statement of Agreement (PDM/059) to verify they have read and understand the North Idaho College Head Start Personnel Policies and Procedures.

5. Employees are afforded opportunity and expected to make suggestions for improving efficiency and working conditions through North Idaho College Head Start Staff Development Committee.

6. Leave is arranged on a planned basis to ensure job responsibilities are being fulfilled.

7. The employee is encouraged to fully exercise the authority delegated to him or her in keeping with the responsibilities of the job.

8. Employees are advised of their responsibilities to management regarding conduct.

9.02 Computer Use Policy

North Idaho College Head Start employees comply with the following:

A. North Idaho College Head Start strives to provide all computer users with privacy and a fair share of technical resources. All computer users have the responsibility to use the North Idaho College Head Start computer resources in an efficient, effective, ethical and lawful manner consistent with the rules and regulations of North Idaho College, Head Start, and local, State and Federal statutes. North Idaho College Head Start does not necessarily endorse the viewpoints or vouch for the accuracy or authenticity of electronic information.

B. North Idaho College Head Start has an obligation to respect and protect the privacy of a user's files, electronic mail, and printer listings to the best of its ability. Thus North Idaho College Head Start seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, North Idaho College Head Start will exercise its responsibility to monitor its computing resources. Thus the following provisions govern computer users:

1. Abide by all software licenses, Head Start copyright and intellectual property policies and applicable Federal and State laws.

2. Safeguard one's user identification password.

3. Use the Internet for professional usage.

4. Perform tasks/assignments given to you and/or arranged with your immediate supervisor (such as projects, newsletters, memos, reports).

5. Basic skills training (use of tutorials) in small blocks of time.
6. Browse through software and become familiar with its functions/features.

7. Practice/experiment with “graphics”, “word processing”, “spreadsheets”, “fonts”, etc.

8. Email/conference as needed to communicate with other staff in an appropriate manner in small blocks of time.

9. Use for personal purposes is allowed during non-work time (such as lunch break, before or after regular work hours) for short periods of time.

10. The following are unacceptable uses of the computer:
    a. Producing or working on personal material during your regular work hours.
    b. Using of profanity, distasteful, or disrespectful manner to or about another person.
    c. Spending long periods of time (more than 20 minutes) on Email/Conference or Internet unless specifically requested of you.
    d. Bringing in personal software (loading/downloading) or using unlicensed software.
    e. Removing a computer or other piece of equipment from your site/center - e.g. take to your home during the summer months.
    f. Seeking, providing or modifying information in or obtain copies of files, programs, or passwords belonging to other computer users without appropriate permission. Individuals who: intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the computer and/or telecommunication facilities are subject to disciplinary action.
    g. Using electronic communications for the unauthorized transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, (e.g. viruses), and/or campaign material.
    h. Connecting to other systems through the network unless properly authorized by the owners of those systems.

North Idaho College Head Start provides computing resources that enable electronic mail communication by staff. The use of electronic mail is expected and encouraged to facilitate the exchange of useful information in support of the mission. Members of the North Idaho College Head Start community are expected to use the privilege of electronic communications in a responsible and ethical manner. The following policy provisions cover the use of North Idaho College Head Start electronic mail:

1. Ownership of Electronic Mail System
   Electronic mail systems at North Idaho College Head Start are Head Start owned facilities. Head Start reserves the right to operate the email system as needed for its educational and administrative services.

2. Allowable Use
   Electronic mail must be related to North Idaho College Head Start business including academic and professional pursuits. The use of email for teaching and learning is encouraged. Incidental and occasional personal use of electronic mail may occur when such use does not increase costs for North Idaho College Head Start. Such incidental use is subject to the provisions of this policy.

3. Uses Not Allowed
   Electronic mail must be used in an ethical and responsible manner. The following uses of electronic mail are prohibited.
a. Use to threaten, harass, or intimidate others.
b. Use for purposes prohibited by law, regulation, or NIC Head Start policy
c. Use to send email to appear to be from someone else ("spoofing")
d. Use to violate the privacy of any parent or employee
e. Use to assist in breaching computer system security
f. Use to conduct private business operations not connected with Head Start projects.
g. Use for electoral or issue-oriented political campaigning.
h. Use to send large volumes of unsolicited electronic mail ("spam") across systems

4. Message Monitoring
   North Idaho College Head Start respects the privacy of electronic mail users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of message content. However, messages and data stored on program computers may be accessed at any time for these purposes:
   a. Complying with legal requests for information
   b. Rerouting or disposing of undeliverable mail
   c. Maintenance of computer system security
   d. Investigating reports of violation of policy or law.
   e. Troubleshooting hardware and software problems.

5. Message Retention
   The nature of digital messages makes them difficult to rely upon as a permanent record. However, the user of electronic mail should be aware that messages should be assumed to be permanent. Also, the confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. North Idaho College Head Start reserves the right to retrieve messages for lawful purposes.

9.03 Revision of Personnel Policies

These policies are reviewed annually and revised as necessary by the Head Start Director, Staff Development Committee, and approved by Policy Council and the Governing Board. Changes are made available to staff.

Policy Council Approval: ____________________________

Board of Trustees Approval: ____________________________
Recruitment and Enrollment Policy

North Idaho College Head Start recruits and enrolls eligible children and families that can benefit most from our program services as currently prioritized by the Office of Head Start. North Idaho College Head Start Policy Council annually establishes criteria of prioritization for an enrollment point system which provides a method of determining eligibility. North Idaho College Head Start Policy Council and North Idaho College Board of Trustees approves criteria.

Policy Council Approval May 18, 2012

Board of Trustees Approval 10/26/2011
Prioritization / Selection Policy

Selection of Children for Enrollment

Criteria for Prioritization of Families Policy: North Idaho College Head Start serves families who have the greatest opportunity to benefit the most from our services. The point system provides a method of determining eligibility based on: family income, formal referral, child’s age, and/or disabilities.

<table>
<thead>
<tr>
<th>Criteria for Prioritization</th>
<th>Points Allowable</th>
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</thead>
<tbody>
<tr>
<td>1. Verified Income (Percent below Federal Poverty Guidelines**)</td>
<td>0-28</td>
</tr>
<tr>
<td>2. Age* (Four years old on or before September 1st of program year)</td>
<td>28</td>
</tr>
<tr>
<td>3. Verified Disability (Under State Department Education Guidelines)</td>
<td>20</td>
</tr>
<tr>
<td>4. Suspected Disability</td>
<td>15</td>
</tr>
<tr>
<td>5. Formal Referral from Agency/Professional or Transition from Early Head Start*</td>
<td>10</td>
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<tr>
<td>(Written documentation is required) Agency/Professional</td>
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<tr>
<td>6. Foster Family-Child (includes Relatives As Parents)</td>
<td>10</td>
</tr>
<tr>
<td>7. Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)</td>
<td>10</td>
</tr>
<tr>
<td>8. Family Violence (includes child abuse, neglect, or abandonment)</td>
<td>10</td>
</tr>
<tr>
<td>10. Substance Abuse</td>
<td>10</td>
</tr>
<tr>
<td>11. Parent Incarceration and/or Returning from Incarceration</td>
<td>5</td>
</tr>
<tr>
<td>12. Parent Deployed in Military Service and/or Returning from Military Service Deployed Parent</td>
<td>5</td>
</tr>
<tr>
<td>13. Additional Household Stressors:</td>
<td>5</td>
</tr>
<tr>
<td>Chronic Health Issue within the Family</td>
<td></td>
</tr>
<tr>
<td>Death of a Family Member in the Household(s)</td>
<td></td>
</tr>
<tr>
<td>Mental Health Issue (PTSD, Depression, etc.)</td>
<td></td>
</tr>
<tr>
<td>Parent Working Multiple Jobs or Working and Going to School Unemployment</td>
<td></td>
</tr>
<tr>
<td>Unemployment</td>
<td></td>
</tr>
</tbody>
</table>

Points are determined through the application process. Children whose families have completed an Application prior to the enrollment selection date are placed on the Waiting List.

Center Supervisors select the children/families with the highest points for enrollment using the program’s child data collection system. Center Supervisors then fill enrollment slots to correspond with the Enrollment Policy (FCP/201).

When an opening occurs, the family with the greatest total points on the prioritization list is immediately notified that they are accepted into the program and an enrollment appointment will be set. Notification can be by phone. (If no phone is available, notification can be by mail.) At time of notification a family is considered accepted; the child’s status then changes to reflect “accepted” into the program. All enrollment vacancies are filled within three working days.

All efforts are made to provide continuous enrollment when a family relocates to another community within the North Idaho College Head Start Service Area. Their acceptance for continued enrollment is based upon the families’ desire to remain enrolled in the program and the receiving Center having a concurrent open enrollment slot. If the receiving Center does not have an open enrollment slot, the family is put on the Center’s waitlist.

*Child must be three-years old according to NICHS criteria

**Percent of Poverty Guideline is:
Between 0% and 25% = 28 points
Between 26% and 50% = 21 points
Between 51% and 75% = 14 points
Between 76% and 100% = 7 points
Over-income = 0 points

*If needed to maintain full enrollment, the income ratio between 101% and 130% may be considered. This income status would not count towards the allotted 10% over-income standard.*

Policy Council Approval: 4/22/2011  04/20/2012  
Board of Trustees Approval: 10/26/2011
SUBJECT: Prairie Property Easements

BACKGROUND
In September 2011, North Idaho College finalized an annexation agreement with the city of Rathdrum for the 40 acres on the Rathdrum Prairie. This property adjoins the KTEC site. The annexation agreement provides that NIC will agree to grant certain easements and rights-of-way consistent with development of not only the NIC property, but with neighboring properties, in particular KTEC.

DISCUSSION
KTEC has requested the cooperation of NIC in granting easements to facilitate the operation of the KTEC facility to satisfy the requirements of the city of Rathdrum. The particular easements in question are access and utility easements. The access easements are reciprocal easements along the border of the NIC/KTEC properties adjoining Lancaster Road. NIC is granting an easement for access on its property and KTEC is also granting an adjoining easement for access. These easements extend south 135’ from Lancaster Road. The utility easement runs south from Lancaster Road the length of the property boundary with KTEC and is consistent with the annexation agreement. Copies of the engineered drawings for the easements are attached.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
There is no financial impact to granting the easements.

REQUESTED BOARD ACTION
The board is requested to consider and approve a motion authorizing/ratifying the college representative’s execution of the easements necessary for this process to proceed.

Prepared by
Marc Lyons, College Attorney
NORTH LINE OF WARRANTY DEED NO. 2245891000

LANCESTER ROAD

NIC WARRANTY DEED NO. 2245891000

LINE TABLE

<table>
<thead>
<tr>
<th>LINE</th>
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<td>N89°35'47&quot;W</td>
<td>10.00'</td>
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<tr>
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<td>10.00'</td>
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<td>L8</td>
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<tr>
<td>L9</td>
<td>S89°35'47&quot;E</td>
<td>15.00'</td>
</tr>
</tbody>
</table>

LEGEND

=28,664 SQ. FT.± UTILITY EASEMENT
POC = POINT OF COMMENCEMENT
POB = POINT OF BEGINNING

SCALE IN FEET

0  250  500

EXHIBIT A
UTILITY EASEMENT

TO CITY OF RATHDRUM

BY NORTH IDAHO COLLEGE
SUBJECT: NIC Beach Annexation Proposal

BACKGROUND
North Idaho College owns the beach area along the Spokane River and Coeur d’Alene Lake on the other side of Roseberry Drive (the dike road). This property is approximately 5.3 acres and is currently in Kootenai County. Over the years there has been discussion as to whether this property should be annexed into the city of Coeur d’Alene. Earlier this year an application was made on behalf of NIC through Ruen-Yeager & Associates to annex the property into the city of Coeur d’Alene. The City of Coeur d’Alene Planning Commission and the city council have approved an ordinance to annex the beach area (as R-17 zone), subject to an annexation agreement to be negotiated and approved by NIC and the city of Coeur d’Alene.

DISCUSSION
The board needs to discuss and consider the merits and potential drawbacks of annexation into the city of Coeur d’Alene. The positives include the fact that the remainder of the college campus is within the city of Coeur d’Alene and annexation of the beach area would provide for consistent jurisdictional authority. Currently, the beach area is under the jurisdiction of Kootenai County, which jurisdiction can present safety and law enforcement jurisdiction issues. The current Kootenai County zoning is industrial and there may be greater flexibility within County zoning to permit use of the beach area. Annexation into the city of Coeur d’Alene may limit the quasi-commercial use (for example, Outdoor Pursuits). If annexed, the City Shoreline Ordinance would apply and likely prohibit any building within 40’ of the water. It is currently unknown what compensation the city may seek for an annexation fee. While it is anticipated that no monetary compensation will be required, the city may require some additional public use e.g. park or similar designation or restriction.

COMMITTEE ACTION
No committee action is required.

FINANCIAL IMPACT
It is not believed that annexation will have a financial impact, see discussion above.

REQUESTED BOARD ACTION
The board is requested to consider the pros and cons of annexation of the beach property into the City of Coeur d’Alene. While no action is required at this time, depending on its sentiments, the board may want to consider a motion directing the administration to go forward with discussions/negotiations regarding the annexation agreement for the board’s future consideration.

Prepared by
Marc Lyons, College Attorney