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**Subject : Human Resource Management**

**Source: Head Start Performance Standard 1304.52**

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## Policy

Early Head Start will establish and maintain an organizational structure that supports the agency's mission statement. The structure will address the major and minor functions and responsibilities assigned to each job category.

## Procedure

1. Job descriptions will be written and updated that reflect the major and minor job responsibilities, communication, and qualifications.
2. Each job position will be assigned to a supervisor. At a minimum these positions will be assigned to:
  1. Executive Director
  2. Program Manager
  3. Center Coordinator
  4. Home Visitor Supervisor
3. An organizational flow chart will be maintained to visualize the chain of command.
4. Management is responsible for the leadership, direction and oversight in the areas of:
  1. planning, development and implementation of services
  2. long and short range goals
  3. communication between and among staff, parents and the community
  4. community partnerships
  5. training, team building, and
  6. administration of personnel supervision
5. All staff will have the necessary skills, knowledge and experience to perform their assigned job responsibilities. HR personnel will follow the *Hiring Procedures*.