
Subject: Hiring Procedure
Source: Performance Standards 1301.31

HIRING PROCEDURE

North Texas Parent and Child Development, Inc. (NTPCDI), Early Head Start, is an equal opportunity employer and closely observes all state and federal laws which prohibit discrimination.

I. Applications

- a. All applicants must fill out an agency application for employment in its entirety; signing 1) the notification of a criminal history records check will be conducted by NTPCDI before employment, 2) willful representations on application are true, 3) permission to check references; 4) affidavit no relative on Board or Policy Council; and, 5) the self declaration regarding all arrests, charges, and convictions related to child abuse. Applicants must attach a copy of highest level of diploma to application, to include a transcript if highest level is a degree.

II. Internal Posting

All NTPCDI Job vacancy announcements shall be posted internally for a minimum of five business days. Such announcements shall be posted in a conspicuous location at the NTPCDI administrative offices and at each center. The closing date will be clearly stated on all internal postings. All NTPCDI employees may apply during the internal posting period.

External recruitment may be commenced concurrent with internal posting of a vacancy when deemed necessary by the Director/Executive Director and PED Manager.

No hiring decision may be made until the internal posting period is completed and consideration has been given to existing qualified employees desiring to apply. Parents, if qualified, will be given preference for employment.

To apply for an open position, employees are required to fill out an Application for Transfer or Promotion. The application and the job description of the open position are made available at each Center, and at the Human Resource Tech's office in the Administration office.

III. External Posting

- b. External recruitment to fill positions occurs when vacancies cannot be filled from within.
- c. In this instance, position vacancies shall be posted with the Texas Workforce

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and vacancies may be advertised in the local newspaper classified advertisements.

- d. Following the external closing date, applications shall be screened by the Director/Executive Director and the PED Manager.
- e. Applications being held in the active file will be searched for suitable candidates as well. Applications for Employment submitted to North Texas Parent and Child Development will remain on file and active up to 12 months from date of Application.

IV. Transfers/Promotions

North Texas Parent and Child Development, Inc. is committed to promoting from within the organization. All qualified employees may apply for a posted position by completing an agency Employment Application for Transfer or Promotion available at all Centers, and submitting by the internal closing date to the Human Resource Tech at the Administration Office, 500 Flood Street.

V. Substitutes

All substitutes must be hired through the Human Resources Office. All substitutes are subject to the same hiring process as permanent employees.

VI. Application Screening

All applications received shall be screened by the Policy Council for approval or disapproval as to qualifications for position for which the applicant is applying. All approved applicant references will be verified.

VII. Interviewing Candidates

Following the screening process, the PED manager, with the assistance from the Human Resource Tech is responsible for establishing an interview schedule and ensuring proper completion of all interview materials. During the interviewing process, the PED manager will inform the candidate of the 648(g) of the Head Start Act, 42 U.S.C. 9843 A (g) regarding Criminal Record Check.

After all scheduled interviews are completed; all interview materials will be reviewed.

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The most qualified candidate will be selected for hire.

VIII. Telephone Reference Checks

The Human Resource department personnel, at the direction of the Director/Executive Director shall conduct telephone reference checks to include at least one professional and one personal reference check for those candidates proposed for interview by the interview team.

IX. Letters of Regret

Following selection, at the direction of the Executive Director/Director, letters of regret shall be typed and mailed to candidates not selected for hire. A copy of this letter shall be attached to the candidate's application packet.

X. Potential New Hire

Step 1 Human Resource Tech will submit online the Child Care Licensing Request for Background Check of Potential New Hire. (PNH)

Step 2 Upon receipt of PNH Background Check report EHS Director/PED Manager will review document for any prior criminal history. If concerns are observed, PED manager will notify EHS Director/ Executive Director immediately to determine how to proceed.

Step 3 If Child Care Licensing Request for Background Check is clear, the Human Resource Tech will schedule the interview.

Step 4 The Human Resource Tech/ PED Manager will extend an offer of hire to the selected candidate, following verbal acceptance. The Human Resource Tech will set a time and date for the potential new hire (PNH) to come in to complete the Fingerprint Applicant Service of Texas Application (FAST).

Note: Potential new hire will receive the original of the FAST form to hand carry to the appointment for the finger print.

The Human Resource Tech will make copy of confirmation of appointment and give the original to the Accounting department to reconcile credit card bill.

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Step 5 Upon receipt of a clear Fingerprint check, the PNH will be scheduled for a pre-employment physical examination, drug testing and TB screening.

Note: No potential employee may begin work until all required paperwork has been completed including verification of references.

Applicants will be denied employment with Early Head Start for failure of any of the following: drug tests, physicals and complete background checks

XI. New Employee Orientation

a. **Personnel New Employee Orientation.** The new hire will sign the Personnel Action Potential New Hire Form. The I-9 (department of immigration employment and eligibility verification form) and required state and federal forms/information and EHS Program forms/information, to include EHS personnel policies will be disseminated by the HR Tech. The Personnel New Employee Orientation may be done individually or in larger groups, as program needs dictate.

Upon completion of Personnel New Employee Orientation, the HR Tech will direct the New Hire(s) to the appropriate Manager within the Program to complete Program Level trainings required by Head Start Standards.

b. Program Orientation

Program/Education/Disability Manager; Social Services Manager, Health/Nutrition Manager; Center Directors and will conduct all required program level trainings:

- An overview of the Minimum Standards for Child Care Centers
- Blood Borne Pathogens and other Health trainings
- Child Abuse & Neglect
- The Center's operational policies, including discipline, guidance, and the release of children
- The use and location of fire extinguishers and first aid equipment.

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- The procedures to follow in handling emergencies, including fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult.
- An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility for reporting these.
- A copy of the child-care center's operational policies (hand book) will be given new hire.
- A copy of the child-care center's written personnel policies including job description with stated responsibilities and requirements

c. Training for Position

Following general orientation to the agency, the Content Managers and the Center Coordinators will conduct an individualized training in the employee's new position.

Job Classifications

All NTPCDI positions (Exempt and Non-Exempt) are grouped into one of eight classifications; Executive Director/Director, Manager, Center Coordinator, Teacher, Home Visitor, Administrative Staff, Floaters, and Kitchen Staff.