
904.306 Head Start Recruitment

The rules under this policy provides for preferential consideration for hiring of Head Start parents for employment as non-professional in the Head Start Program. Applications for employment as non-professionals in the Head Start Program who are parents of children enrolled in the Head Start Program at the time of application, shall be given preferential consideration for hiring under the bonafide occupation qualification referred to 45 CFR Part 1304, Appendix B, 1-30, Part B(2)(c).

904.307 Head Start Program Hiring Procedures

The Head Start Policy Council shall participate in the hiring process to fill vacancies such as Head Start Director and positions of all Head Start staff according to the directives contained in 45 CFR Part 1304, Appendix B, 1-30. The Head Start Policy Council's Personnel Screening Committee shall be part of a panel which will interview qualified candidates for these positions and shall make recommendations to the Director of Education/Superintendent, who is the Department's appointing authority.

904.308 Impasse

In the event that there is a substantial disagreement or impasse between the head start policy council and the department, resolution of such impasse matters shall be in accordance with the Impasse Policy 1304.50 2(h).

904.400 CERTIFICATION

904.401 Eligibility Lists

Employees shall be selected from among the highest available eligibles on appropriate eligibility lists, established and maintained by the Director of Education/Superintendent, except those employees who are demoted, transferred, reinstated or re-employed. Within the limitations found elsewhere in these rules, qualified applicants shall be placed on eligibility lists as a result of examinations. When more than one competitive examination, or

area of consideration is announced simultaneously for a particular class, an appropriate eligibility list shall be established for each competitive examination or area of consideration for that class.

904.402 Establishment of Eligibility Lists

Names of qualified candidates shall be placed on eligibility lists in rank order of qualifying scores after appropriate examination. This list shall be designated as an "Eligibility List" for that class and area of consideration. After the eligibility list has been approved by the Director of Education/Superintendent, it shall then be considered "established".

904.403 Ranking of Eligibles

After each examination, the Director of Education/ Superintendent shall prepare a list of person with passing scores. The names of such persons shall be placed on eligibility lists in the order of their final earned rating, starting with the highest. Prior eligibility lists resulting from a continuous examination announcement shall be merged by ranking the names of all successful applicants in order of their final earned rating.

904.404 Determination of Rank in Event of Tie

Final earned ratings shall be calculated to two decimal places and ranked from highest to lowest. When, upon certification of eligibles in accordance with Rule of Five (Rule 904.410) a tie score occurs within the top five/ten eligibles, such tied scores shall not be broken and all such eligibles shall be certified as being the fifth eligible.

904.405 Duration of Eligibility

An eligible on a DOE employee only, or open competitive eligibility list, shall have eligibility for employment consideration for one year from the date the list was established. Once a list is established, its life should be viable for one year. Whenever a position is re-