

Kentucky Head Start Association

KHSA Sections and Section Leadership

KHSA will educate, engage and promote networking opportunities among Head Start professionals across the Commonwealth of Kentucky by creating and maintaining various Sections. Each Section will be led by a Chairperson appointed by the KHSA Executive Committee. The Section Chairperson will work with KHSA staff to develop a Section workplan, to determine goals of the Section and to convene Section meetings and events. In some cases, a Section may also seek to appoint a Vice Chairperson. KHSA will create a Sections Committee comprised of all Section Chairpersons and chaired by the Vice President for Engagement.

Data and Technology Section

Focuses on the availability, collection, use and dissemination of Head Start data and how data may be employed to enhance Head Start services; and focuses on the use of technology to create new opportunities for Head Start programs to become better at providing efficient and effective services for children and families.

Disabilities and Mental Health Section

Focuses on supports for the mental health of children and families, including social and emotional well-being, building emotional capacity and preparing for entry into elementary school; and focuses on effective teaching for all children in order to access, participate, and thrive in early learning settings and focuses on Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs). Likewise, the Section focuses on the continued well-being and mental health needs of Head Start staff.

Education Section

Focuses on research-based education curriculum and practices for Head Start programs. The Section seeks to promote school readiness, personal growth, social skills, emotional well-being, language and literacy skills, mathematics, and science learning. The Section also looks at extended education resources and skills used by parents, grandparents, foster parents, and other primary caregivers.

Family Services Section

Focuses on the well-being of Head Start families to ensure safety, health, educational advancement and economic mobility; and also focuses on support services such as early care and education, housing and food assistance, physical and mental health, and the causes of family stress including poverty and homelessness.

Grants Management and Finance Section

Focuses on the administration, management, financial and grant aspects of Head Start programs including Policy Councils, compliance with fiscal policies and regulations, other administrative requirements, federal program reviews, grant-writing and grants management, and partnerships with local and state educational agencies.

Health and Nutrition

Focuses on personal health and nutrition as part of a healthy lifestyle for students and families as well as access and eligibility requirements for nutrition and health services, and relevant programs such as Supplemental Nutrition Assistance Program (SNAP); The Emergency Food Assistance Program (TEFAP); Women, Infants and Children (WIC); Encourage Health Eating Habits; Child and Adult Care Food Program (CACFP) and 1302.44 child nutrition requirements.

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Section Chair and Vice Chair

ESSENTIAL FUNCTIONS

- Provides leadership and direction to the KHSA Section as chair.
- Provides outreach to members to help secure participation in Section activities.
- Provides updates to, and participates actively in, the KHSA Sections Committee.

DUTIES & RESPONSIBILITIES

- Prepare for, attend and preside at meetings of the KHSA Section.
- Ensure that directions and decisions pertaining to the KHSA Section are properly executed.
- Prepare for and attend meetings of the KHSA Sections Committee.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing support for KHSA Section initiatives and activities.
- Serve as an ambassador for KHSA and work to garner support for and participation in KHSA.
- Underwrite travel expenses and incidental costs of serving as a KHSA Section chair, as needed.

QUALIFICATIONS

- Must be Head Start staff – defined as being an employee of a Head Start grantee throughout their term of office.
- Must be a current member of KHSA.
- Must have written permission from their Head Start Director or Head Start Executive Director.

TERM OF OFFICE

- The term of office and commitment is a minimum of one year; appointments may be renewed.

* Section Vice Chairs (where applicable) will perform most of the same duties as the Section Chair, but in a secondary supporting role