

Community Action Team, Inc.
 Child & Family Development Programs
 Declaration of Understanding for Meeting Qualifications

I understand that my position and salary with Community Action Team, Inc., is contingent upon meeting the qualifications as outlined in the job description and in the Head Start Act of 2007, as described below.

Requirement from job description (i.e. Bachelor's Degree in ECE or related field)

Please mark the plan:

- _____ I am actively pursuing my _____ degree, with a target completion date of _____. See college planning sheet attached.
- _____ I am actively pursuing classes/training to earn enough credits to meet the education requirement, with a target completion date of _____. See Professional Development Plan Form 1-103.
- _____ I am not currently enrolled, but will enroll in classes/training to meet the requirements by _____. See Professional Development Plan Form 1-103.

I understand that Community Action Team, Inc. must comply with the Head Start Act. I further understand that I must submit progress at minimum quarterly. If I do not demonstrate progress regularly or meet the qualification requirements I may be terminated or assigned to another position and salary classification. I have read and understand this Declaration of Understanding.

Staff Printed Name: _____

Staff Signature: _____ Date: _____

Center Manager Signature: _____ Date: _____

Director Signature: _____ Date: _____

Executive Director: _____ Date: _____