Head Start Management Systems Wheel: What Is Your Role? Worksheet

Office of Head Start National Center

National Center on Parent, Family, and Community Engagement

Instructions: For each of the Head Start Management Systems Wheel's 12 program management, planning, and oversight systems, reflect on your role, then list your responsibilities related to the system. As you complete the table, consider discussing with your colleagues how overlapping items support your program's systemic and comprehensive services and outcomes.

Human Resources Example: Onboarding new staff	Program Planning and Service System Design Example: Conducting five-year planning	Data and Evaluation Example: Collecting data on family and community needs	Fiscal Management Example: Creating budgets for family engagement activities
Community and Self-Assessment Example: Participating on the Community Assessment team	Facilities and Learning Environments Example: Cultivating safe spaces for staff, children, and families	Transportation Example: Ensuring passenger safety	Technology and Information Systems Example: Using data software to collect and analyze data to support family partnerships and family goals
Training and Professional Development Example: Developing professional development plans with your team	Communication Example: Sharing updates for families about children's experiences in the classroom	Record Keeping and Reporting Example: Reviewing files and family notes to meet program recordkeeping and reporting requirements	Ongoing Monitoring and Continuous Improvement Example: Reviewing data and program services to support progress toward family outcomes