

NAME _____ POSITION _____

**Doña Ana County Head Start
ON-SITE Substitute/ Temp STAFF RECORDS**

CHECKLIST for Contents of Substitute/ Temp Staff Files

- DACHS Employment information form indicating name, address, phone, position, verification of required degrees or certificates and emergency contacts (should be placed on the left side of the staff file);**

- Work Schedule or “facility”
(copy in central office)**

- Verifications**
Initial below when verified (central office complete)
_____/_____ **Verification of past 3 years work history**
_____/_____ **Reference Check (3)**

- DACHS Declaration Form on Child Abuse**
- TB Screening:**

- Criminal Records Check**
- Job description**

- Affidavit of Confidentiality**
- Code of Ethics Agreement**

- Employee Personnel Handbook Acknowledgement**
- Universal Precaution Acknowledgement (BBP/ECP)**

- Guidance and Discipline Policy Acknowledgement**
- Acknowledgement of Review of Emergency Plans**

- Training log in their file on-site**
- Valid Driver’s License
(copy in central office)**

- Proof of Auto Insurance
(copy in central office)**
- Employee’s Application**

- Hiring Conformation Sheet from HR**

This staff record must be available for review by State of New Mexico Child Care Licensing surveyors. SUBSTITUTE classroom personnel staff records must include the same information as a regular DACHS/NMSU center employee if in classroom 6 hours or more and have direct contact with children.

NOTE: Center Lead Teacher is responsible for maintaining On-Site Staff Files on direct service staff and TB records for volunteers and subs.