



New Association Leadership Toolkit

| | |
|--|----------|
| Resources for New Association Leaders | 2 |
| How to Request a NHSA Speaker | 3 |
| The Academy at NHSA | 4 |
| NHSA Association Memberships | 5 |
| Understanding the Office of Head Start (OHS) Training and Technical Assistance (TTA) System | 6 |
| OHS National TTA Centers and Associations | 7 |

Resources for New Association Leaders

Stand Up Calls

We encourage you to join NHTA's [Stand Up Calls](#) on Mondays at 4:30 p.m. ET. The purpose of this weekly forum is to share real-time updates and pressing information with colleagues across the country. We need your energy, your voice, and your dedicated advocacy to keep the momentum growing.

[Register here.](#)

Questions? Please email us at stand-up@nhsa.org. Make sure you are using the most up-to-date version of Zoom.

NHTA's State Affairs

You can find NHTA's State Affairs landing page [here](#). Our goals, activities, and work groups can be found [here](#).

There is a wide variety of resources for Association Leadership in our [Google drive](#). In order for you to be able to access these resources, State Affairs must share the folders with you. These resources are for internal use only. Please reach out to Blair or Katie to get access.

Monthly Water Cooler Meetings

State Affairs hosts a monthly Zoom call for Association Leaders called the Water Cooler, the last Thursday of each month at 3:00 p.m. ET. Contact Blair or Katie for a calendar invite.

Association Leaders email list

We encourage you to join our email list, it is the best way to be connected to the work of State Affairs. Contact Blair or Katie to be added.

Summer Slam Meetings

In 2023 and 2024 State Affairs hosted a three-day meeting of Association Leaders at the NHTA office in Alexandria, Virginia. These Summer Leaders of Associations Meetings (SLAM) are excellent opportunities for new association leaders to learn and network. They should not be missed.

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If you are new to Head Start:

1. Visit a program ASAP.
2. You might benefit from [The Academy at NHSA's](#) online [Head Start Basics](#) course.
3. Here is a list of Head Start history books and videos:
 - [The Devil Has Slippery Shoes: A biased biography of the Child Development Group of Mississippi Hardcover](#) (1969) by [Polly Greenberg](#)
 - [Head Start: The Inside Story Of America's Most Successful Educational Experiment](#) (1994) by [Edward Ziglar](#)
 - [Something Better for My Children: How Head Start Has Changed the Lives of Millions of Children](#) (1999) by [Kay Mills](#)
 - [The Birth of Head Start: Preschool Education Policies in the Kennedy and Johnson Administrations](#) (2005) by [Maris A. Vinovskis](#)
 - [The Hidden History of Head Start \(Development at Risk Series\) 1st Edition](#) (2010) by [Edward Ziglar](#)
 - [A Chance for Change: Head Start and Mississippi's Black Freedom Struggle](#) (2016) by [Crystal R. Sanders](#)

How to Request a NHSA Speaker

NHSA values opportunities to have members of our team meet and talk with your group. NHSA respectfully requests that your association will cover the costs for our staff's travel, meals, and lodging.

Please complete and submit [this form](#) to request an NHSA speaker.



You will receive an email with a detailed application form. This two-step process protects us against spam. You can expect to hear back from NHSA in five to 10 days after you submit your request.

If you have any questions please contact Jakita Hamilton at jhamilton@nhsa.org.

The Academy at NHSA

The Academy at NHSA is Head Start's home for professional learning. To explore all of The Academy's offerings, please visit our [website](#). It is the goal of NHSA and The Academy to collaboratively produce professional development with state and regional associations.



Below is a chart of some of the courses offered by The Academy. For a full list of courses, please visit our [course catalog](#).

| Content Area | Courses | | | | |
|---|--|---|---|---|---|
| Leadership and Management | Diversity, Equity, and Inclusion Leadership Credential | Head Start Manager Credential | Site Director Credential | Director Credential | Executive Leadership Credential |
| Support Services | Family Service Certification | Health Service Certification | Certification Renewal | Mental Health Microcredential (coming soon) | ...and more on Academy+ |
| Instruction and Effective Practice | Child Development Associate (CDA) Training Pathways | CDA Renewal | Classroom Management Credential | Education Management Credential | ...and more on Academy+ |
| Operations | Fiscal Manager Certification | Data Literacy Credential | Bus Driver Training (coming soon) | Active Supervision Basics | ...and more on Academy+ |
| All Staff | Head Start Basics → Recommended all staff take! | Bias Busters Basics | Financial Wellness Essentials | Family Engagement Basics | ...and more on Academy+ |

Exclusive to NHSA members is [Academy+](#) which offers program staff instant access to fundamental courses on-demand.

Additionally, The Academy's [in-person training programs](#) offer expert trainers, interactive learning activities, and personalized attention.

Questions? Contact Dr. Deborah Bergeron, NHSA's deputy director of community engagement and innovation at dbergeron@nhsa.org.



NHSA Association Memberships

Associations are [affiliate members of NHSA](#). Affiliate members include: national, regional, and state Head Start associations and collaboration offices. NHSA memberships are from July 1 to June 30 of the following year.

| Affiliate Membership Structure | |
|--|-------|
| Under 10,000 Enrollment | \$440 |
| Under 10,000 Enrollment + Collaboration Office | \$625 |
| 10,000 to 35,000 Enrollment | \$560 |
| 10,000 to 35,000 Enrollment + Collaboration Office | \$735 |
| Over 35,000 Enrollment | \$700 |
| Over 35,000 Enrollment + Collaboration Office | \$865 |
| State Collaboration Office | \$190 |
| Regional Association | \$700 |

Questions? Send all NHSA membership questions to membership@nhsa.org.

If you are mailing a membership check, please include a [membership application](#) sent to:

National Head Start Association
Dept. #1 Membership
PO Box 829929
Philadelphia, PA 19182

Membership Portal

Login to your membership portal [here](#). You can use the portal to update email addresses for your organization, identify staff for NHSA membership benefits, and register for member exclusive professional development opportunities. If you don't know your username and/or password, please reach out to membership@nhsa.org.

If you are leaving your position as your association leader, please let NHSA membership know in advance who will be replacing you.

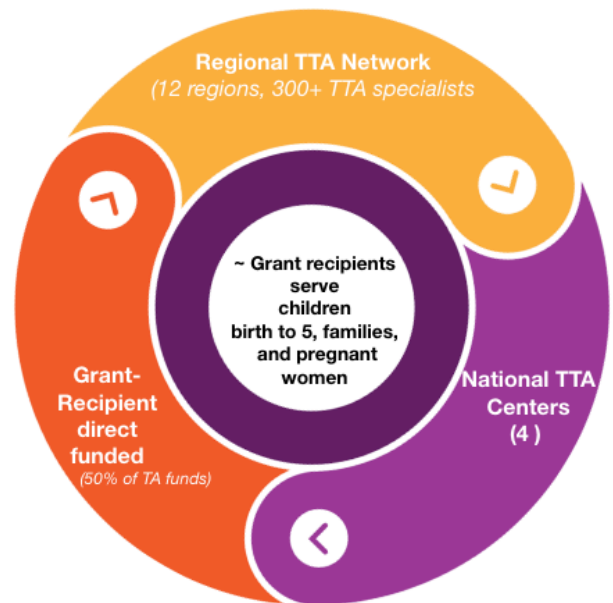
Understanding the Office of Head Start (OHS) Training and Technical Assistance (TTA) System

Each Head Start program has an OHS program specialist and grants specialist. They manage the grantee's relationship with OHS, both programmatic and fiscal.

Programs have a TTA budget and often also use operating funds to meet staff training and professional development needs.

There is a network of over 250+ regional TTA specialists across the 12 regional offices.

OHS and the regional TTA network are supported by [the four national TTA centers](#).



The Office of Head Start (OHS):

- Provides ongoing direction and oversight to the OHS TTA System to regional TTA contracts and four national TTA centers.
- Coordinates and collaborates with ECD, OCC and other agency and cross-agency TTA entities
- Manages and continuously improves TTA data system, one of four OHS IT/data systems.
- Tracks TTA needs, activities, and delivery for ongoing quality improvement.
- Identify training and technical assistance priorities
- Ensures that national TTA resources and methods are effectively disseminated through regional delivery systems and other partners.

Each OHS Regional Office (RO) directs their own TTA contract:

- Prioritizes TTA needs, prioritizes programs with deficiency findings first.
- Deploys TTA services to their region's grant recipients in the form of virtual and in-person group training and ongoing technical assistance and individualized consultation services
- Methods: specific events, communities of practice, cohorts, office hours by role and type, etc.

Regional TTA Contracts

Each of the 12 regional contracts have the following positions:

- TTA coordinator
- Administrator assistant
- TTA managers (at least one EC manager and one grantee specialist manager)
- Early childhood and grantee specialist TTA Specialists (Each regional TTA contract specifies the number of specialists allocated by category.)
- Family engagement specialist (one), health specialist (one to two).
- Systems Specialist (optional, at least 9 regions have Systems Specialist)

OHS National TTA Centers and Associations

There are four [OHS national TTA centers](#):

1. Early Childhood Development, Teaching, and Learning
2. Health, Behavioral Health, and Safety
3. Parent, Family, and Community Engagement
4. Program Management and Fiscal Operation

The national centers are led by OHS federal central (Washington D.C.) office staff.

National centers assist OHS with clear, consistent messages and expertise content to stakeholders on OHS priorities. Through development and dissemination of evidence-based, research-informed resources and practices, programs (recipients) have access to high-quality TTA in order to produce the best possible outcomes for children and families.

The national centers:

- Develop materials for Head Start's website, the ECLKC
- Produce national webinars and institutes on key topics
- Provide professional development (PD) for the Regional TTA Network
- Provide training and TA directly with programs, at association events, regional events, and other regional office/TTA provider organized efforts.

Associations access the national centers through their regional offices.

Head Start associations, through collaboration with the regional office, partner with the national centers to provide high-quality professional development for their members.

National centers take their lead from the OHS regional offices as to when national centers present at association events. Associations should work with the regional office to access national centers' TTA. Regional offices develop yearly PD plans, for regionally lead activities as well as where the national centers are involved in the region, including association events. The plans are developed in the spring and due to the OHS central office team usually by mid April for approval, and negotiated with a final agreement to start the year on July 1.

Questions? If you have questions about this arrangement and have spoken with your regional office contact and need additional information you can contact Sharon Yandian, OHS director of comprehensive services and training and technical assistance, OHSTTA@acf.hhs.gov.

We recommend talking to your regional office contact as far in advance as possible about the level of involvement you would like at your association conference to determine what content and types of sessions you would like to have, and the date, time, and length of the sessions.