

Staff Position Qualifications Guidance

Effective July 1, 2017



Minimum Qualifications by Position

The following tables list program-specific minimum qualifications by position. Hiring managers are encouraged to engage in a competitive hiring process to fill vacant positions.

Center-Based Preschool Teacher - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for ECEAP staff	Qualification options for Head Start staff
Associate or higher degree in any field with 30 credits in early childhood education ¹ Preferred: 1 school year (9 months) experience in a preschool classroom	Associate or higher degree in Early Childhood Education ¹ with experience teaching preschool-age children
Current Washington State Teaching Certificate with endorsement in Early Childhood Education (PreK - Grade 3) or Early Childhood Special Education	Current Washington State Teaching Certificate with endorsement in Early Childhood Education (PreK - Grade 3) or Early Childhood Special Education with experience teaching pre-school age children
Provisional hire: Complete <i>Professional Development Plan Form</i> and 5 years to complete a requirement above <i>Must document competency to perform job requirements and labor pool shortage</i> Preferred: 15 credits in early childhood education ¹ Preferred: 1 school year (9 months) experience in a preschool classroom	Associate or higher degree in a related field ² with 20 credits in early childhood education ¹ and 1 school year (9 months) experience in a preschool classroom Teach for America participation (contact PSESD for more details)

Center-Based Preschool Teaching Assistant - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for ECEAP staff	Qualification options for Head Start staff
Current CDA (Child Development Associate) credential (any focus) from the Council for Professional Recognition	Current CDA (Child Development Associate) credential (any focus) from the Council for Professional Recognition
Washington State ECE Initial Certificate, Short Certificate of Specialization, or Certificate	Washington State ECE Initial Certificate, Short Certificate of Specialization, or Certificate
12 job-related credits ³	Provisional hire: Enroll in a CDA program (any focus) and complete the program within 2 years
Provisional hire: Complete <i>Professional Development Plan Form</i> and 5 years to complete a requirement above <i>Must document competency to perform job requirements and labor pool shortage</i>	Provisional hire: Enroll in an associate or higher degree program in early childhood education ¹ and complete degree within 2 years

Note: Can also meet qualifications by fulfilling a program-specific option from the Preschool Teacher list.

Center-Based Infant/Toddler Teacher - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for <u>ECEAP</u> staff	Qualification options for <u>Head Start</u> staff
No program option at this time	Associate or higher degree in a related field ² <i>with</i> infant/toddler coursework ⁴ <i>and</i> 12 months experience with children 0-5
	Current Infant/Toddler CDA (Child Development Associate) credential from the Council for Professional Recognition <i>and</i> 12 months experience with children 0-5
	Current Preschool CDA (Child Development Associate) credential from the Council for Professional Recognition <i>with</i> infant/toddler coursework ⁴ <i>and</i> 12 months experience with children 0-5
	Early Childhood Education Initial Certificate <i>with</i> infant/toddler coursework ⁴ <i>and</i> 12 months experience with children 0-5

Center-Based Floater/Classroom Aide: Head Start, Early Head Start, ECEAP – Meets qualifications by fulfilling **ONE** program specific option below:

Qualification options for <u>ECEAP</u> staff	Qualification options for <u>Head Start</u> staff
High School Diploma	High School Diploma
GED	GED

Family Child Care Teacher - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for <u>ECEAP</u> staff	Qualification options for <u>Head Start</u> staff
Same as Center-Based Preschool Teacher (see above)	Associate or higher degree in Early Childhood Education ¹ <i>with</i> experience in early child care
	Current CDA Family Child Care (Child Development Associate) credential from the Council for Professional Recognition
	Early Childhood Education Initial Certificate <i>with</i> experience in early child care
	Provisional hire: Enrolled in a CDA program (any focus) s and complete the program within 18 months of beginning to provide services
	Provisional hire: Enrolled in an associate or higher degree program in early childhood education ¹ and complete degree within 18 months of beginning to provide services

Home Visitors - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for ECEAP staff	Qualification options for Head Start staff
<p>No program option at this time</p>	<p>Associate or higher degree in Early Childhood Education¹ or a related field² <i>with</i> coursework equivalent to the Home Visitor CDA³ <i>and</i> Demonstrate competency to plan and implement home-based learning experiences</p> <p>Home Visitor CDA (Child Development Associate) credential from the Council for Professional Recognition <i>and</i> Demonstrate competency to plan and implement home-based learning experiences</p>

Family Support Specialists / Family Advocates - Meets qualifications by fulfilling **ONE** program-specific option below:

Qualification options for ECEAP staff	Qualification options for Head Start staff
<p>Associate or higher degree in any field <i>with</i> 30 job-related credits³ <i>Preferred:</i> 1 year experience working with families</p> <p>Family/social service credential: - Family Development Certificate from the Washington State Community Action Partnership - Social Services Competency Based Training (SSCBT) Certificate of Completion from Portland State Univ. - Family Service Credential from The Portage Project - Family Support Core or Studies Certificate from Edmonds Community College - Credential from a comprehensive and competency-based Family/Social Service program not mentioned above that increases knowledge and skills in providing direct services to families (subject to DEL approval) <i>Preferred:</i> 1 year experience working with families</p> <p>Current Home Visitor CDA (Child Development Associate) credential from the Council for Professional Recognition <i>Preferred:</i> 1 year experience working with families</p> <p>Provisional hire: Complete <i>Professional Development Plan Form</i> <i>and</i> 5 years to complete a requirement above <i>Must document competency to perform job requirements and labor pool shortage</i> <i>Preferred:</i> 1 year experience working with families</p>	<p>Credential or certification in social work, human services, family services, counseling¹</p> <p>or</p> <p>a related field with 30 job related credits² <i>Preferred:</i> 1 year experience working with families</p> <p>Provisional hire: Complete <i>Professional Development Plan Form</i> <i>and</i> 18 months to complete a requirement above <i>Preferred:</i> 1 year experience working with families</p>

Notes

- Current and former program parents must be considered for employment vacancies for which such parent apply and are qualified. (Head Start Performance Standard 1302.90(a)(6))
- In Head Start and Early Head Start classrooms, when a majority of children speak the same language at least one classroom staff member or home visitor interacting regularly with the children must speak their language. (Head Start Performance Standard: 1302.90(d)(2))

Definitions

¹Early Childhood Education (ECE) degree and credits

An ECE major is defined as:

- Early childhood education
- Early childhood and family studies
- Human development with a specialization in ECE or:
- Children's studies/childhood education
- Elementary education with one of the following endorsements:
 - Early childhood education
 - Early childhood special education
 - P-3
 - P-3 special education

ECE credits are defined as courses in any of the above subject areas or specifically and only about children within the birth to 8 age range.

¹Family Support credential or certification

- Family Development Certificate from the Washington State Community Action Partnership
- Social Services Competency Based Training (SSCBT) Certificate of Completion from Portland State Univ.
- Family Service Credential from The Portage Project
- Family Support Core or Studies Certificate from Edmonds Community College
- Credential from a comprehensive and competency-based Family/Social Service program not mentioned above that increases knowledge and skills in providing direct services to families (subject to PSESD approval)

²Related field

A related field for Teachers is defined as:

- Elementary education
- Child development
- Special education
- Human development
- Child and family studies

A related field for Home Visitors is defined as:

- Human development
- Human services with a focus in ECE, child development, nursing, special education, family support, social work
- Psychology
- Sociology
- Anthropology
- Counseling

A related field for Family Support Specialists/Family Advocates is defined as:

- Early Childhood Education
- Child Development
- Special Education
- Elementary Education
- Human Development
- Child and Family Studies
- Human services with a focus in ECE, child development, nursing, special education, family support, social work

3Job-related credits

When counting credits, use the position-specific charts below in your evaluation. Count in quarter credits: 1 semester credit = 1.5 quarter credits. Count only credits that are 100 level or above and from an accredited institution of higher education. Credits can be part of or in addition to a degree.

Evaluating Credits for Teachers and Teaching Assistants

Portion of credit to count	Courses
100%	ECE or ECED prefixes or equivalents
100%	EDUC & 115 Child Development
100%	EDUC 150 Child, Family Community Relationships
100%	Birth to age 8 - Non-ECE courses described in a college catalog as specifically and only about children within the birth to age 8 range (e.g., 0-5, 3-5, 3-8)
100%	Practicums - Education practicums/student teaching in preschool, kindergarten, first or second grade
100% 50%	Cultural diversity - Non-ECE cultural diversity courses such as Working with Culturally Diverse Families, Multicultural Education, Social Work with Diverse Populations. Count 100% of the first class and 50% of additional courses.
100%	Child Abuse and Neglect
100%	Montessori - MACTE-accredited or AMI coursework for Preschool and Elementary I credentials. If college credit is not provided for this coursework, calculate college credit at the rate of 10 class/seminar hours or 30 practicum hours per college quarter credit.
50%	Developmental Psychology , including Life Span Development, Developmental Theories or similar courses that cover more than ages 0-8
50%	Developmental Domains - Courses about a specific developmental domain, covering more than ages 0-8 such as Social and Cognitive Development, Language Development
50%	Cooperative preschool parent education, up to a maximum of six credits allowed
50%	Children’s literature , that covers more than ages 0-8
50%	Classroom management , Child Guidance, behavior management (non-ECE)
50%	Education approaches - Non-ECE courses in a specific education approach such as Montessori or Waldorf or Reggio Emilia that cover more than ages 0-8.
50%	Languages applicable to families in WA: ASL, Spanish, Russian (not Latin, etc.)
20%	Education methods courses for K-8 or K-12 such as literacy, language arts, reading, math, science, social science, PE, music, art, health education, or general curriculum methods (do not count courses specifically for secondary education).
20%	Special education courses covering more than ages 0-8
20%	Working with Families - Non-ECE courses informing work with families such as School Home Community Relations, The Family in Society, Psychology of Human Relations, Marriage and Family Life, Sociology of the Family, Family Systems, Parent Education.
20%	Health - Non-ECE health courses related to the ECE classroom such as Community Health
2 credits	Nutrition
2 credits	Ethics course with Philosophy prefix (not business or medical ethics)

Evaluating Credits for Family Support Specialists/Family Advocates

Portion of credit to count	Courses with titles, prefixes or college catalog descriptions in:
100%	Adult Education
100%	Communication With Families
100%	Counseling
100%	Family Support
100%	Family Systems/Marriage And Family Life/Sociology Of The Family
100%	Human Development/Lifespan Development/Developmental Psychology
100%	Human Services or equivalent
100%	Mental Health
100%	Psychology
100%	Social Work
100%	Cultural diversity courses such as Working with Culturally Diverse Families, Multicultural Education, Social Work with Diverse Populations
50%	Cooperative preschool parent education, up to a maximum of six credits allowed
50%	Languages applicable to families in WA: ASL, Spanish, Russian (not Latin, etc.)
20%	Job-related communications classes such as Interpersonal Communication, Small Group Communication, Intercultural Communication, Communication and Conflict

Evaluating Credits for Home Visitors

Portion of credit to count	Courses with content or college catalog descriptions in:
100%	Promoting health and safety in the home environment
100%	Enhancing parents’ skills to advance children’s physical and intellectual development
100%	Promoting parents’ use of positive ways to support children’s social and emotional development
100%	Understanding family systems and development
100%	Managing an effective home visitor program operation
100%	Maintaining a commitment to professionalism
100%	Working across the child welfare continuum
100%	Understanding principles of child development and learning

⁴Infant/Toddler Coursework

The requirement for infant/toddler course work can be met by:

- providing transcripts that include courses covering infant/toddler growth and development

Or

- the completion the following three online courses within the first month of employment:
 1. Understanding Infant and Toddler Development
 2. Introduction to Infant and Toddler Social Emotional Development
 3. Routines and Environments that Support Social Emotional Development in Infants and Toddlers
 - To choose this option, complete *Professional Development Plan – Early Head Start Child Care Partnership* and submit to the Program Manager for Professional Learning.