



Educator Qualifications Procedure 0-5

GENERAL PLAN / APPROACH

Southern Oregon Head Start is committed to hiring the most qualified education staff in accordance with the Head Start Program Performance Standards (HSPPS) and the Office of Child Care (OCC). The required qualifications by position are specified below. In the event that the pool of recruited applicants does not allow hiring fully qualified staff, procedures are in place to support those staff in attaining the required qualifications.

HEAD START PROGRAM PERFORMANCE STANDARDS:

1302.91(e)(1)-Early Head Start center-based teacher qualification requirements

1302.91(e)(2)(ii)-Head Start center-based teacher qualification requirements

1302.91(3)- Head Start assistant teacher qualification requirements

1302.91(e)(6)- Home visitors

Office of Child Care

414-300-0090-Head Teacher-qualifications and duties

414-300-0100-Teacher

414-300-0110- Teacher Aides

Early Head Start:

Teacher and Teacher Assistant:

- CDA credential in pre-school or infant/toddler OR
- Step 8 or higher as determined by the Oregon Registry (ORO) AND
- Completion of the ***EHS Infant/Toddler Education Modules*** within 120 days of hire

Specialist:

- CDA credential in pre-school or infant/toddler or equivalent course work OR
- Step 8 or higher as determined by the Oregon Registry (ORO) AND
- Completion of the ***EHS Infant/Toddler Education Modules*** within 120 days of hire
- Family Services Credential will be evaluated by the PFCE Manager and the 0-5 Head Start Director utilizing the HHS performance standards guidelines.

Home-Based Home Visitor:

- Home-Based CDA credential or equivalent course work AND
 - Completion of the ***EHS Infant/Toddler Education Modules*** within 120 days of hire.
- OR
- CDA credential in pre-school or infant/toddler/ Step 8 or higher as determined by the Oregon Registry (ORO) with an intent to complete certification within 18 months of hire.

Head Start:

Teachers:

- AA or BA in early childhood education or a related field OR
- As approved by the HS Director and Regional office, may have a waiver for up to 3 years if they have a CDA or step 8 or higher as determined by ORO, AND are enrolled in a program leading to an AA or higher degree in early childhood education or a related field OR
- AA equivalent coursework as outlined in the personnel policies.

Teacher Assistant:

- CDA credential in pre-school OR
- Step 8 or higher as determined by the Oregon Registry (ORO) OR
- Enrolled in a CDA credential program to be completed within two years of hire OR
- Enrolled in a program to attain an AA or BA in early childhood education. The expectation is to achieve a CDA or Step 8 first.

Home-Based Home Visitor:

- Home-Based CDA credential or equivalent credential course work OR
- CDA credential in pre-school/Step 8 or higher as determined by the Oregon Registry (ORO) with intent to complete certification within 18 months of hire.

Exceptions to Qualifications:

If there are no available applicants for open educator positions that meet the requirements above, the Agency recognizes the need to ensure quality services are provided to children. In this circumstance, applicants may be hired who have some, but not all, of the necessary qualifications and will work to complete the requirements.

- An ***Educator Qualifications Intent Form*** (Acknowledgement) is completed at time of hire.
- An assigned Education Coach or Education Supervisor will meet with new staff to outline the plan and sign the Intent Form.
- The Educator Qualifications Intent Form becomes a Professional Development Plan (PDP) and is established within 30 days of hire (usually at New Employee Orientation) that specifies the additional coursework/training needed to be qualified for the position and the expected timeline for completion.
- A signed copy will be uploaded in Criterion by Education Coach/Supervisor.
- Progress towards the required qualification will be monitored by the Education Department (or other departments as needed) and tracked by the HR department.
- Each staff person is responsible for staying on track and remaining enrolled in classes as agreed upon, and keeping HR informed of progress (a coach/supervisor will monitor and assist as needed).