

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 Department of Early Learning and Care (DELC). 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

Department of Early Learning and Care:

414-305-0340–Duties and Qualifications of Teachers-Table2

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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
- Enrolled in a CDA credential program to be completed within 9 months of hire. The expectation is to achieve a CDA or Step 8.
- Completion of the ***New Hire Education Modules 0-5*** within 120 days 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 determined by ORO (step 9).
- Complete **New Hire Education Modules 0-5** within 120 days of hire

Teacher Assistant:

- AA or BA in early childhood education or a related field OR
- CDA credential in pre-school OR
- Step 8 or higher as determined by the Oregon Registry (ORO) 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 within 1.5 years of hire.
- Enrolled in a CDA credential program to be completed within 1.5 years of hire OR
- Complete **New Hire Education Modules 0-5** within 120 days of hire

Home-Based Home Visitor 0-5:

- Home-Based CDA credential or equivalent credential course work OR
- CDA credential in Infant/Toddlers OR pre-school/Step 8 or higher as determined by the Oregon Registry (ORO) with intent to complete certification within 18 months of hire.
- Complete **New Hire Education Modules 0-5** within 120 days 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.

Intent Forms 0-5 (EHS Teacher, TA 0-5, HBHV 0-5):

- An Intent Plan Agreement is signed at time of hire.
- An assigned Education Department Staff Person will meet with new staff to outline the plan and sign the Intent Form during new employee orientation.
- The Educator Qualifications Intent Form becomes a Professional Development Plan (PDP) and is established within 30 days of hire/promotion (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 to Criterion as a journal entry by Education Department Staff Person and a notification email will be sent to Learning & Professional Development Specialist stating that this step has been completed.
- Progress towards the required qualification will be monitored by the Education Department (or other departments as needed) and tracked by the HR department with updates.
- Each staff person is responsible for staying on track and remaining enrolled in classes as agreed upon, and keeping HR informed of progress (the Education Department will assist as needed).

Head Start Teacher Waiver:

- Staff must be enrolled in a Higher Education Program pursuing Education or related field.
- Staff will provide a copy of CDA or step 8 with ORO and Program Plan (set up with advisor) within 1 month of promotion or within 1 month of start date or return to work date, whichever is applicable. to complete AA degree/equivalent coursework as determined by ORO (step 9)
- The Education Department will meet with staff to outline Intent Form for Waiver approval within 30 days of New Employee Paperwork.
- A signed copy will be uploaded to Criterion as a journal entry by the assigned Education Department Staff Person and a notification email will be sent to Learning & Professional Development Specialist stating that this step has been completed.
- Progress towards the required qualification will be monitored by the Education Department (or other departments as needed) and tracked by the HR department. The Learning and Professional Development Specialist will track and update records as education is completed and sent to HR.
- Each staff person is responsible for staying on track and remaining enrolled in classes as agreed upon, and keeping HR informed of progress.

Intent Plan Extension Request:

- An extension to an Intent Plan may be requested due to unforeseen challenges for an Early Head Start (EHS) Teacher, Teacher Assistant (TA 0–5), or Home-Based Home Visitor (HBHV 0–5). The request must be submitted to the Education Manager for review and approval prior to the expiration of the current Intent Plan.
- The employee is responsible for providing sufficient documentation and evidence demonstrating the need for the extension in their request. Documentation should

clearly outline:

- Clear explanations of barriers, challenges, or extenuating circumstances that have impacted the employee's ability to complete the Intent Plan within the established timeline.
 - Progress made toward the established Intent Plan goals.
- The 0-5 Director will review the submitted request against performance standards, factoring in the employee's progress and demonstrated commitment.
 - If approved, the new date listed will become the required successful completion deadline. The employee is expected to actively engage in the revised plan and meet all outlined expectations within the approved extension timeframe.
 - If denied, the original Intent Plan due date will remain effective.

Note: Failure to meet the requirements outlined above may result in loss of current position or employment with the agency or reduction of pay. If an employee's education assistance cost is greater than \$400, they will be required to sign an Education Expense contract with Southern Oregon Head Start kept in their personnel file.