Educator Qualifications Procedure

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 I and II and Center Assistant I:**

- 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 I:**

- 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 AND
- A credential or certification in social work, human services, family services, counseling or a related field. Completion of the *Infant Mental Health Endorsement, Family Associate Credential* within 18 months of hire is required if they do not currently have

**Home-Based Specialist:**

- Home Based CDA credential AND
- Completion of the *EHS Infant/Toddler Education Modules* within 120 days of hire. OR
- 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.

AND

A credential or certification in social work, human services, family services, counseling or a related field. Completion of the **Infant Mental Health Endorsement, Family Associate Credential** within 18 months of hire is required if they do not currently have a credential or certification as described above. (To Demonstrate home-based learning competencies as specified in 1302.91(e)(6)).

**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.

**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 Pathway Program Intent Form** is completed at time of hire.
- A professional development plan (PDP) is established within 30 days of hire that specifies the additional coursework/training needed to be qualified for the position and the expected timeline for completion.
- Progress on PDPs will be monitored by the Education department and tracked by the HR department.