

## D. Staff Qualifications and Development

**GOAL:** *The program is staffed by adults who understand child development and who recognize and provide for children's needs.*

**RATIONALE:** *The quality of the staff is the most important determinant of quality in an early childhood program. Research has found that staff training in childhood development and/or early childhood education is related to positive outcomes for children such as increased social interaction with adults, development of pro-social behaviors and improved language and cognitive development.*

D-1 - Staff qualifications need to be consistent for early childhood care and education professionals regardless of setting or funding source (public school, private or public center, family child care home, Head Start).	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

D-1a - The program is staffed by individuals who are 18 years of age or older, who have been trained in Early Childhood Education/Child Development, and who demonstrate the appropriate personal characteristics for working with children as exemplified in the criteria for Interactions among Staff and Children (section A), and for Curriculum (Section B).	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

If staff members are between 16-18 years of age, they must receive a specific orientation, work with children under supervision of qualified staff, and have an individual ongoing training plan.

Notes/Comments:

D-1b. - Staff who are in charge of a group of children should have at least a Child Care Professional Credential (CCP), Child Development Associate Credential (CDA), or an associate degree in Early Childhood Education/Child Development.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-1c. - In cases where staff members do not meet the specified qualifications, a training plan and timeline, both individualized and program-wide, have been developed and is being implemented for those staff members. The training is appropriate to the age group with which the staff member is working.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-1d. - Volunteers should be 16 years of age or older, receive orientation, and only work with children under supervision of qualified staff members.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-1e. - Teaching assistants play a significant role in the education of young children.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-1f. - Teaching assistants and volunteers work with appropriately qualified staff to design and carry out services.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-2. - An early childhood educator is employed to direct the educational program of children birth through eight. The qualifications of an early childhood educator are a baccalaureate degree in Early Childhood Education/Child Development and at least three years of full-time teaching experience with young children, and/or a graduate degree in ECE/CD. This individual may be the classroom teacher, early childhood coordinator, building principal or center director.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-3. - New staff are adequately oriented about the goals and philosophy of the program, emergency health and safety procedures, the reporting of child abuse, special needs of children assigned to the staff member's care, procedures for handling discipline in the program and planned daily activities of the program.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

<b>D-4. - The program assists its staff in keeping up-to-date about current information and in continuing the professional development of its members.</b>	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

D-4a - The program provides quality training opportunities for staff to improve skills and to move towards the next level of competence in working with children and families. (See lattice in Section L, Appendix II, for a description of the various qualifications, roles and responsibilities of early childhood professionals).	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Staff take part in regular ongoing training and professional development.								
* Training includes workshops and seminars, visits to other programs, resource materials, in-service sessions and/or course work.								
Notes/Comments:								
D-4b. - Training addresses the following areas of competency.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Child growth and development								
* Healthy safe environments: medical well-being, nutrition, creating a safe, healthy environment, child protection/detecting and reporting child abuse.								
* Developmentally appropriate practice								
* Guidance and discipline techniques								
* Family relationships								
* Cultural and individual diversity								
* Professionalism								
* Observation and assessment								
* Linkages with community services								
* Approaches and strategies for working with adults								
* Fiscal management								
* Personnel management								
* Supervision								

* Other areas as needed								
Notes/Comments:								
D-5. - Accurate and current records are kept of staff qualifications, including transcripts, certificates, or other documentation of continuing in-service education.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								