Education Qualifications for Center Staff and Home Base Educators
Policy/Procedure

To ensure the hiring and placement of qualified Head Start/Early Head Start teaching staff in all program options

All Center-Based classroom staff and Home Based Educators must meet the staff qualification requirements in 648(A) of the Head Start Act of 2007 and section 1302.91 of the Head Start Program Performance Standards, unless a waiver has been granted by the Office of Head Start. Arrowhead Head Start will give preference in the hiring process to applicants meeting or exceeding Head Start/Early Head Start teacher qualification requirements. It is up to each applicant to provide Arrowhead Head Start with official documentation (license, diploma, or transcripts) to demonstrate that the courses address early childhood education or child development with a focus on children ages birth to 3 and/or ages 3-5. The college or university granting the credits will determine the relevance of the courses as they relate to the Head Start requirements. The Head Start Director and Head Start or Early Head Start Program Manager will complete a final review and approval of the credentials/coursework.

Arrowhead Head Start Center-Based Teacher Requirements

All AEOA Head Start Center-Based (Teachers) will have:

- a Baccalaureate Degree in Early Childhood Education with a preference for a Minnesota State Teaching License Birth to Grade 3, Pre-K, Pre-Primary, or Early Childhood Special Education (ECSE).
- a Baccalaureate or Advanced Degree in Education and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children.

In the event that Arrowhead Head Start is unable to recruit and hire Center–Based Teachers with the above qualifications, the following will be considered:

- Associate Degree in Early Childhood Education (60 Credits) A.A.S. with Preschool experience as a teacher, aide or student intern.
- Associate Degree in a related field with coursework equivalent to a major relating to Early Childhood Education that includes college courses totaling 30 Semester credits (720 clock hours) of Early Childhood Education coursework and preschool experience as a teacher, aide or student intern.
Center-Based Teachers hired with an Associates Degree will be encouraged and supported to obtain a Baccalaureate degree in Early Childhood Education and to seek a Minnesota teaching license in Birth-grade 3, Pre-K license, Pre-Primary license, or ECSE (Early Childhood Special Education) license.

Professional Development Requirements:

- All teachers will be required to participate in a minimum of 15 hours of professional development training per year.
- Teachers with a MN license must keep it current. (Minnesota requires 125 continuing education/clock hours for every 5 year renewal period)

WAIVERS

Prior to hiring, waivers will be requested and must be granted from the Office of Head Start for anyone not meeting one of the above requirements. For instances when qualifications for teachers in state-funded center-based classrooms do not meet the minimum requirements, the Minnesota Department of Education authorized representative in the Early Learning Services Division shall be contacted.

TEACHER ASSISTANT

All Teacher Assistants must have:

- a high school diploma or GED and at least 18 years of age.
- a current Child Development Associate Credential (CDA);
- or be enrolled in a CDA credential program that will be completed within two years from the time of hire;
- or are enrolled in a program that will lead to an associate or baccalaureate degree;
- or, have an Associate or Baccalaureate degree in Early Childhood Education;
- or, have an Associate or Baccalaureate degree (in related area) plus, 9 semester credits (216 clock hours) in early childhood

CLASSROOM ASSISTANT

All Classroom Assistants must have:

- High school diploma or GED
- A current Child Development Associate Credential (CDA);
- or willing to obtain a CDA credential after 480 hours of experience and a successful probation period
- preference for early childhood education and experience
HEAD START/EARLY HEAD START HOME BASED EDUCATOR

Home Based Educators will have:

- Baccalaureate Degree in Early Childhood Education, or a Baccalaureate Degree in Early Childhood Education with a Minnesota State Pre-K or Birth to Grade 3 License, Pre-K License or Early Childhood Special Education (ECSE), or Social Work or related degree.
- Home Base Educators that do not have a degree or credential in Early Childhood Education will be required to complete the Home Visitor CDA within 2 years of hire.
- All Home Base Educators will complete their Family Service Credential.

All Center-Based staff/Home Base Educators will demonstrate competencies to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment, and promote children’s progress across standards described in the Head Start Early Learning Outcomes Framework: Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners as appropriate.

This policy complies with 648(A) of the Head Start Act of 2007 and Section 1302.91 of the Head Start Program Performance Standards.

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