

**HEAD START PROCEDURES FOR:
Staff Qualifications-Assistants
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope:** This describes the process for insuring that all Head Start teaching assistants will have a CDA, be enrolled in a program leading to an associates or baccalaureate or be enrolled in a child development associate credential program to be completed within two years. 648A(a)(B)(ii), 1302.91(e)(3)
- 2.0 **Responsibility:**
- 2.1 Head Start Director
 - 2.2 ESC Management Staff
- 3.0 **Resources:**
- 3.1 Employee File Tracking Form
 - 3.2 Employee File
 - 3.3 PROMIS
 - 3.4 Personnel Master Staff Tracking Form
 - 3.5 CDA Progress Tracking Form
 - 3.6 End of the Month Report
 - 3.7 Transcripts
 - 3.8 Copies of Child Development Associates Certificate
 - 3.9 CDA Renewal Tracking Form
- 4.0 **Procedures:**
- 4.1 To insure that we recruit and hire highly qualified and highly trained individuals to be a Head Start Teaching Assistant and to maintain this we will do the following:
 - 4.1.1 All candidates will have at least a high school diploma or GED and have passed the criminal record checks outlined in P & P 1302.90(b)(1)(i)(ii).
 - 4.1.2 Grantee will advertise the positions stating that they must have a Preschool CDA or an AA in Early Childhood Education.
 - 4.1.2 If we are not able to hire someone with a CDA then the candidate must be enrolled in an Associate's program or in a CDA program to be completed within two years of employment.
 - 4.1.3 If pursuing an Associate's degree, the teaching assistant must turn in with the End of the Month a copy of their current transcript after each semester is completed, and a list of the courses they will be taking for the upcoming semester.
 - 4.1.4 If pursuing a CDA, the teaching assistant must turn in with the End of the Month a progress report

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detailing what CDA books they have completed during the month, and a copy of the certificates they have received.

- 4.1.5 While completing the course, the teaching assistant will receive their CDA Competency Book and an Essentials for Working with Young Children to start on their Professional Portfolio. The date that these books are given to the assistant will be documented on the CDA Progress Tracking Form.
- 4.1.6 Once the Professional Portfolio and the CDA courses are completed, and a transcript given to ESC Head Start the application process can begin.
- 4.1.7 The ESC Consultant will then start the application process through the CDA Council and pay for the application fee. The date that this is completed will be documented on the CDA Progress Tracking Form.
- 4.1.8 The teaching assistant must choose an PD Specialist to do their observation. The PD Specialist will be chosen from a list through the CDA Council.
- 4.1.9 The PD Specialist will come out and observe the teaching assistant and look over their Professional Portfolios. They will then fill out a score sheet and turn that into the Council no later than 48 hours after the observation.
- 4.1.10 The teaching assistant must also sign up to take an online test. They can choose which one of these they want to do first, the observation or the test.
- 4.1.11 Once the teaching assistant has scheduled their observation and test they must inform the ESC Head Start of these dates so they can be documented on the CDA Progress Tracking Form
- 4.1.12 Once the teaching assistant gets their CDA, then a copy will be place in their Employee File.
- 4.1.13 The date that the teaching assistant received their CDA will be documented in PROMIS and also on the CDA Progress Tracking Form.
- 4.1.14 The teaching assistant must renew the CDA every three years. This will be tracked by the ESC Head Start using the CDA Renewal Tracking Form.

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5.0

Associated Documents:

- 5.1 Employee File
- 5.2 Personnel Master Staff Tracking Form
- 5.3 CDA Progress Tracking Form
- 5.4 End of the Month Report
- 5.5 Transcripts
- 5.6 Copies of Child Development Associates
- 5.7 CDA Renewal Tracking Form

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Staff personnel files	Print	CYL Office	7 years	Shredded	CYL Office, locked cabinets

7.0 Monitoring:

- 7.1 CDA Progress Tracking Form
- 7.2 10th of the Month Report
- 7.3 CDA Renewal Tracking Form

8.0 Revision History:

Date:	Revision#	Description of Revision
12-2013		
6-2016	3.6 & 5.4	Changed from “10th of the month” to “end of the month”
7-2018	Heading	Added Staff Qualifications-Assistants
	4.1.3, 4.1.4	Changed from “10th of the month” to “end of the month”
	4.1.2	Changed “9 months” to “two years”