



Missouri Accreditation Staff Definitions

Definition for Employment Classifications

- **Program Director**- Responsible for the planning and supervision of programs and activities for children, orientation of new staff, on-site supervision of all staff and provision of on-going, in-service training to each staff member.
- **Lead Teacher**- Responsible for the overall management of the classroom to ensure that a program of quality is provided for the children enrolled. She/he is responsible for the care and education of a group of children as part of a teaching team and for the direct supervision of the classroom including children, staff and learning environment.
- **Teacher Assistant/Aid**-Provides non-instructional support in the classroom, allowing the Lead Teacher to devote more time to lesson planning and teaching.
- **Lead Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Lead Teacher. Substitutes for a Lead Teacher must have a minimum of nine (9) college credit hours. Lead Teacher Substitutes must meet the Missouri Accreditation requirements for first-aid/CPR training. Lead Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Assistant Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Assistant Teacher. Substitutes for a Teacher Assistant/aid must have a minimum of six (6) college credit hours. Assistant Teacher Substitutes must meet the Missouri Accreditation requirements for first-aid/CPR training. Assistant Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Para**-A staff member that is assigned to a specific child. Education credentials are not required.
- **Support Staff**-The staff members who provide services for children but does not work directly with children such as custodian, administrative assistants, and cooks. Education credentials are not required.
- **Specialized Staff**-Staff members who work with children such as PE teachers, Speech Implementers, Administrative Directors, and Art teachers. Education credentials are not required.

Specification for Missouri Accreditation Education Credentials

- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible.
- Missouri Accreditation will not accept "snap shots" or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.
- All transcripts emailed to the Missouri Accreditation Office for prior approval must be sent as a pdf document attachment, and not sent as part of the body of the email or as a "snap shots".
- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- Missouri Accreditation will accept a current CDA certificate as verification for a lead teacher determination until the expiration date. The CDA certificate must be current and not expired to be accepted.
- Missouri Accreditation will only accept the actual CDA certificate and not the confirmation email received stating the certificate is granted.
- The program must submit a PDF copy of the CDA certificate once it is received.

Employee Temporary Educational Waiver

- To help Programs meet the employee educational requirements, Missouri Accreditation (MOA) will allow an employee who has a MOA Educational Waiver approved and signed by the MOA Executive Director to be counted in child/staff ratio and can count as an Assistant/Aid teacher during the waiver process. Additionally, for an employee to be counted in the child/staff ratio, all the requirements for the MOA Waiver must be met.

[MOA Education Waiver can be found at MOA website under Recourse](#)

1) Missouri Accreditation (MOA) Educational Waiver Guidelines

- For an employee to be counted in the child/staff ratio, all the following requirements must be met:
 - 1) The MOA Education Waiver must be submitted with signatures of the staff member, program director, and MOA Executive Director.
 - 2) The program/ employee member must have an approved MOA Educational Waiver which has been signed by the MOA Executive Director and the class schedule from the college, before the staff member can be counted in child/staff ratio.
 - 3) Employee must be at least eighteen (18) years old
 - 4) Employee must have a HS diploma or a GED
 - 5) Employee must work at least thirty (30) hours a week in a child care program working directly with children ages birth to 12 years old
 - 6) Employee must complete a minimum of 9 credit hours of early childhood specific classes to be completed by the MOA issued due date to achieve Lead Teacher Status.
 - 7) Employee must attend classes regularly, complete all assigned course work, and successfully pass each course with a grade of C or higher.
 - 8) The Program must provide the MOA office with a class schedule from the regionally accredited college of the classes the employee will be taking, which will be reviewed by the MOA office to assure that the classes meet the MOA requirements.
 - 9) Each college course must be completed by the MOA issued due date.
 - 10) The Program must provide Missouri Accreditation with a copy of the employee's grades, by the MOA issued due date.
 - 11) The Program must notify Missouri Accreditation within 5 work days if an employee terminates their MOA Educational Waiver.
 - 12) A MOA Educational Waiver with the MOA Executive Director's signature must be **approved prior to** the Program's Renewal Application and/or Annual Review due date.
 - 13) Employees, with a fully executed MOA Educational Waiver, will have a Teacher Assistant/Aid Employee Classification until the Program provides Missouri Accreditation the required documentation showing grades where credits have been received to qualify that staff member to be a Lead Teacher.
 - 14) If the MOA Educational Waiver is broken by the recipient (Program employee) before completion of the agreement, the recipient is not eligible to apply for any additional MOA Educational Waivers.
 - 15) Missouri Accreditation shall have the right to deny requests for MOA Educational Waivers by any Program or Program Employee, for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.

2) Specialized Waivers

- As part of the MOA Educational Waiver, Missouri Accreditation will accept an employee to be counted in the child/staff ratio as an Assistant/Aid Teacher who has a fully executed agreement with T.E.A.C.H. MISSOURI or LUME Institute Early Childhood Apprenticeship Program. If one of the specialized wavier is being used, the following documentation will need to be submitted before approval can be given.
 1. T.E.A.C.H MISSOURI Contract (<http://teach-missouri.org>) with class schedule and MOA Education Wavier
 2. LUME Institute Early Childhood Apprenticeship Program must submit the LUME Verification Letter and MOA Education Wavier

