



## Early Childhood, Pre-school, & Infant Toddler Staff Education Requirements

Job Classification/Title	Education Requirements	Educational Credential/Documents Accepted
Lead Teacher	Minimum of nine (9) college credit hours in early childhood, child development, youth development, child/family related courses; <b>OR</b> Current CDA credential*. Missouri Accreditation will only accept the PDF copy of the current CDA certificate and not the confirmation email received stating the certificate is granted. Also, expired CDA certificates will not be accepted.	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Assistant Teacher or Teacher Aid	A minimum of six (6) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Lead Teacher	A minimum of nine (9) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Assistant Teacher or Teacher Aid	A minimum of six (6) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Para	No specific educational requirements Para must be assigned to a specific child See Definition for Employment Classifications-Para, pages 20-21.	Educational Credentials not required  See Definition for Employment Classifications-Para, pages 20-21.

\*CDA credential is not required in addition to college credits



### On-Site Program Director Education Requirements:

Licensed Capacity of Program	Education Requirements	Education Credential/Documents Accepted
20 Children or Less	Thirty (30) college semester hours, with six (6) of the thirty (30) hours in early childhood, youth development or child/family related courses; or Current CDA credential	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
21-60 Children	Sixty (60) college semester hours with twelve (12) of the sixty (60) hours in early childhood, youth development or child/family related courses	Same as listed above.
61-99 Children	Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours in early childhood, youth development or child/family related courses	Same as listed above.
100 or More Children	One hundred twenty (120) College hours. Twenty-four (24) of the one hundred twenty (120) must be in early childhood, youth development or child/family related courses	Same as listed above.

### 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 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 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, 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. 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.