

How do I complete the EE Yearly Staff Profile?

The **EE Yearly Staff Profile** is a compilation document that allows your school and ACSI to have a quick overview of staff qualifications and attainment of certain critical elements. This includes meeting the educational requirement (through one of the five (5) criterion), accomplishing 12 clock hours of professional training (excluding CPR/First Aid training), completion of four (4) clock hours of Biblical Studies, and participation in the ACSI Principles and Practices of Christian Early Education (one time per staff – not repeated). This chart is to accompany a school's Self-Study and the Annual Report. **The four Biblical Studies hours MAY NOT BE COUNTED toward the 12 Professional Development hours because they each address individual accreditation Indicators.**

At the top of the EE Yearly Staff Profile, we've provided instruction for each column.

Column A: List all staff

List administrative staff first. This includes the Director, Co-director and/or Assistant Director. If your Assistant Director also teaches, list him/her as administrator if their administrative duties are 50% or more of their weekly hours. Otherwise list them as a teacher.

Next, list your teaching staff, followed by any Asst. Teachers/Aides. Some states vary in terminology and requirements for Asst. Teachers/Aides, but for ACSI's purposes, both positions have the same expectations.

Note that a final section **at the bottom in blue** is provided to list any staff (Teachers or Asst. Teachers/Aides) who are *new to employment at your program. They do not have to be new in the field of early education, but new to your school.* They are given a "Pass" for the first year on completing the requirements but may/should begin working on the elements to be compliant by the following October's *Annual Report* time. They will have until the next Annual Report (October) to meet the requirements. If they are hired and begin working at any point in an academic year, that year counts as their first year of employment. For example, an employee hired in February should not be listed in the new employee section on the fall 2021 profile since they worked in the previous academic year.

New EE directors are not eligible for the first-year exemption.

What about office staff? If you have staff who do not interact with the children in a *supervisory capacity*, you do not need to list them. If, however, they provide staff breaks, support in the classroom or naptime coverage, or supervise outdoor play or before/after school, they should be listed also.

DO NOT include the following individuals who do not have *regular* instructional or supervisory role with children.

- bookkeeper
- administrative assistants
- cooks

- maintenance staff
- substitutes

If your program separates the EE school day from the afterschool childcare program, you must include afterschool program staff IF THEY ARE INCLUDED IN YOUR LICENSE.

Once you have all of your staff listed, work your way across the chart for each staff member listed.

Column B: Position What is their position in your school? (i.e., 3's Teacher, Assistant Director, Aide 4's).

Column C: Principles & Practices Course

Has this staff member completed ACSI's *Principles and Practices of Christian Early Education* course (Indicator 4.7c)? 80% of staff must have completed this course to be in compliance. Mark "yes" regardless of the year that it was completed. Reply "no" if the staff member has never completed this course. This is required only one time per staff member and does not have to be repeated.

These Principles & Practices course hours MAY NOT BE COUNTED toward the 12 Professional Development hours (Indicator 4.7a) because they each address individual accreditation Indicators.

Column D: Four clock hours of Biblical studies (Indicator 4.7b)

This annual requirement tracks Bible hours in the previous school year (July 1 – June 30). These may be obtained through formal group and/or individual Bible study. ACSI provides a form for tracking professional development and Biblical Studies hours (use of this specific form is optional). You may have other strategies for tracking PD/Bible Hours. Tracking should be maintained in staff personnel files and available during the accreditation visit. 100% of staff need to be in compliance each year.

These four Biblical Studies hours MAY NOT BE COUNTED toward the 12 Professional Development hours because they each address individual accreditation Indicators.

Column E: 12 Clock Hours of Training

List the number of clock hours of training each staff have completed. The requirement consists of continuing education/professional development (PD) (Indicator 4.7a) from the previous school year (July 1 - June 30). The minimum requirement is 12 clock hours of training although your state may require more hours annually. 100% of staff need to be in compliance each year.

Column F: Educational qualifications

HOW did each staff member meet the educational qualifications for Indicator 4.4s, 4.5a/b and by what means? (Degree? CDA? Work experience? Professional Growth Plan? Etc.) The criteria are listed in the instructions at the top of the chart (#5).

Director/Asst. Director:

- 1) Bachelor's degree in EE
- 2) Bachelor's degree in other field with CDA
- 3) Bachelor's degree in other field with 9 college credits in EE
- 4) National or state level Director's Credential
- 5) ACSI approved Professional Growth Plan (The director's Professional Growth Plan must be emailed to early_education@acsi.org for ACSI approval.)

Teachers:

- 1) Associate degree in EE
- 2) Associate degree in other field with 6 college credits in EE
- 3) Associate degree in other field with a CD or 120 hours of documented professional development (accrued)
- 4) CDA with documented work experience in EE classroom
- 5) School site approved Professional Growth Plan (Maintained and monitored by the Director)

Asst. Teachers/Aides:

- 1) CDA
- 2) College units above the state minimum requirement
- 3) state teacher assistant credential
- 4) 60 hours of documented professional development (accrued) within two years of employment
- 5) School site approved Professional Growth Plan (Maintained and monitored by the Director)

Column G: Adequate Progress on the Professional Growth Plan?

If the educational requirement was met through a Professional Growth Plan, has the school leadership determined that adequate progress was made this year? Yes or No. The plan should be reviewed with the employee.

Column H: Annual Progress Reviewed By

List the individual at the school who affirms progress on the Professional Growth Plan.