

Program Staff Role Types

Dear Child Care Professional:

Below, you will see a new listing of staff roles. This listing includes a definition of the varying staff ‘roles’, the subsequent qualifications associated with the ‘roles’ and the necessary paperwork for ‘*approving*’ staff to provide care within the facility. The purpose in sending you this is three-fold: (1) to help you identify the appropriate staff roles within your facility, (2) to give you information on what paperwork is necessary for *approval* of each role, and (3) to ask for your help. As the department moves forward with new programs and new technology, it is absolutely critical that we be consistent with how facility employees are designated within facilities and within our new systems.

As you renew your facility license/registration, or as you hire new staff persons, please use this document as a guide to properly designate your staff into the respective roles. Examine the definition and qualifications then indicate on the Release of Information—and for Centers, the Facility Staff List—the role associated with that staff person. The department will then transfer the information into the CCUBS system.

These efforts will help us maintain more consistent information about staff within child care facilities. It will also allow us to assist you in assessing the proper staffing levels as well as make sure that appropriate staff persons are receiving their PS# cards for training purposes.

Thank you in advance for your assistance in this matter. Should you have concerns or questions, please contact your local licenser, or you may contact the Helena office at 444-2012.

Child Care Center		Family & Group Child Care	
Teaching/Care Giving Staff Role Types	Other Staff Role Types	Teaching/Care Giving Staff Role Types	Other Staff Role Types
Center Director	Support Staff	Family/Group Director	Spouse
ECLT - Lead Teacher (formerly Primary Caregiver)	Owner/Admin	ECT - Teacher (formerly Caregiver)	Other Adult
ECAT - Assistant Teacher (formerly Aide)		Substitute ECT	Support Staff
Substitute ECT		Trainee – temporary role type	Adult Child
Trainee – temporary role type			Owner/Admin.

CENTER DIRECTOR

Child Care Center

Definition	Qualifications	Required Paperwork
<p>The center director is the person designated on the facility application or by written notice to the department as the person responsible for the daily operation of a child care center and for the daily care provided within the framework of appropriate child development principles and knowledge of family relationships.</p>	<p>At least 18 years of age.</p> <ul style="list-style-type: none"> -Infant, Child, and Adult CPR and First Aid and Infant Safety Essentials* (pre-service). -Current on the Practitioner Registry (PR). -Program Management Essentials (within 60 days). -Complete orientation courses (within 90 days). <p>Have one of the following:</p> <ul style="list-style-type: none"> - current PR level 4 or higher; - current PR level 3, plus 2 years exp.** - current PR level 2, plus 3 years exp.** <p>or</p> <ul style="list-style-type: none"> - bachelor degree or higher in any field, plus training approved by department*** 	<p>Release of Information Person Information Form (includes Health Attestation) Immunizations: - Tdap and MMR</p> <p>Verification of Infant, Child, Adult CPR and First Aid - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p> <p>Verification that applicant meets the qualifications for director.</p>

***Infant Safety Essentials** course is not required for staff at facilities that are licensed exclusively for children **5 years** of age and over.

Experience must be in a state licensed child care facility or a Head Start facility. *see ARM 37.95.621

EARLY CHILDHOOD LEAD TEACHER (ECLT)

Child Care Center

(formerly Primary Caregiver)

Definition	Qualifications	Required Paperwork
<p>Means a facility staff person who meets the requirements as outlined in ARM 37.95.620 and regularly provides direct care to the children.</p>	<p>At least 18 years of age;</p> <ul style="list-style-type: none"> -Infant, Child, and Adult CPR and First Aid and Infant Safety Essentials* (within 30 days). -Current on the PR (or apply within 30 days). -Complete on-the-job facility overview. -Complete orientation courses (within 90 days). <p>Have one of the following:</p> <ul style="list-style-type: none"> - current PR level 2 or higher; <p>or</p> <ul style="list-style-type: none"> - 2 years of experience** plus 32 hours of ECP approved training. 	<p>Release of Information Person Information Form (includes Health Attestation) Immunizations - Tdap and MMR:</p> <p>Verification of First Aid, Infant, Child, and Adult CPR - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p> <p>Verification that applicant meets the qualifications for lead teacher.</p>

EARLY CHILDHOOD ASSISTANT TEACHER (ECAT)

Child Care Centers (formerly Aide)

Definition	Qualifications	Required Paperwork
<p>“ECAT” means a staff person who provides direct care to children under the guidance and oversight of an ECLT.</p>	<p>At least 16 years of age. -Infant, Child, Adult CPR and First Aid and Infant Safety Essentials* (within 30 days). -On-the-job facility overview. -Current on the PR (Apply within 30 days). -Complete orientation courses (within 90 days).</p>	<p>Release of Information Person Information Form (includes Health Attestation) Immunizations: -Tdap and MMR Verification of Infant, Child, Adult CPR and First Aid - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p>

FAMILY/GROUP DIRECTOR

Family/Group Child Care Facilities

Definition	Qualifications	Required Paperwork
<p>The director at a Family/Group child care facility is the person designated on the facility application or by written notice to the department as the person responsible for the daily operation of the facility and for the daily care provided.</p>	<p>At least 18 years old. -Infant, Child, Adult CPR and First Aid and Infant Safety Essentials* (prior to service). -Current on the PR (Apply within 30 days). -Program Management Essentials (within 60 days). -Complete orientation courses (within 90 days).</p>	<p>Release of Information Person Information Form (includes Health Attestation) Immunizations: - Tdap and MMR Verification of Infant, Child, Adult CPR and First Aid - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p>

EARLY CHILDHOOD TEACHER (ECT)

Family/Group Child Care Facilities (formerly Caregiver)

Definition	Qualifications	Required Paperwork
<p>A staff person who carries out assigned teaching and care giving tasks. - This can include ECAT, ECLT, or substitute - for database purposes ECT will be used for Family/Group CC</p>	<p>At least 18 years of age. -Infant, Child, Adult CPR and First Aid and Infant Safety Essentials* (within 30 days). -On-the-job facility overview. -Current on the PR (Apply within 30 days). -Complete orientation courses (within 90 days).</p>	<p>Release of Information Person Information Form (includes Health Attestation) Immunizations: - Tdap and MMR Verification of Infant, Child, Adult CPR and First Aid - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p>

SUBSTITUTE Family, Group, and Center Child Care Facilities		
Definition	Qualifications	Required Paperwork
Means any person who is not regularly employed by a child care facility, who takes the place of any approved staff person other than the Director if the staff person is, temporarily absent from their job.	<p>Must meet the qualifications of the staff for which they are “Substituting” for.</p> <ul style="list-style-type: none"> -Infant, Child, Adult CPR and First Aid and Infant Safety Essentials* (within 30 days). -On-the-job facility overview. -Complete orientation courses (within 90 days). <p>If working less than 500 hours per year, not subject to annual training or Practitioner Registry participation.</p>	<p>Release of Information Person Information Form (includes Health Attestation)</p> <p>Immunizations: - Tdap and MMR</p> <p>Verification of Infant, Child, Adult CPR and First Aid - Card must show expiration date of certification. - Course must be hands-on. No on-line courses.</p>
TRAINEE (temporary role type) Family, Group, and Center Child Care Facilities		
Definition	Qualifications	Required Paperwork
Means a staff member who has been approved to work in a child care facility based on initial criteria but has not yet completed required training. This role type is only approved for 30 days.	<p>May count in ratios but may not be left alone in the room with children.</p> <p>On-the-job facility overview.</p> <p>Will complete Infant, child, Adult CPR and First Aid and Infant Safety Essentials* within 30 days.</p> <p>Will apply to the PR (within 30 days).</p>	<p>Release of Information Person Information Form (includes Health Attestation)</p> <p>Immunizations: - Tdap and MMR</p>
SUPPORT STAFF Family, Group, and Center Child Care Facilities (formerly Non-Provider Staff and Volunteers who do not count in ratios or provide direct care)		
Definition	Qualifications	Required Paperwork
Staff that does not partake in a direct care giving role such as: - Cook, Bus Driver, Custodian, Specialist, Bookkeeper, Foster Grandparent, etc.	<p>Not subject to:</p> <ul style="list-style-type: none"> - Infant, Child, Adult CPR and First Aid; or - Practitioner Registry or any training. <p>Not counted in the child staff ratio.</p>	<p>Release of Information Person Information Form (includes Health Attestation)</p> <p>Immunizations: - Tdap and MMR</p>

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