

Iowa Quality Preschool Program Standards

Staff Files

District: _____

Verifier's Name: _____

Date: _____

Classroom: _____

IQPPS #	Criteria					
<input type="checkbox"/> 5.2 Required PP DHS - IAC 441- 109.8(1)c	<p>At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When the program includes swimming and wading and when a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.</p>					
<input type="checkbox"/> 6.3 Required	<p>Teachers are licensed by the Iowa Board of Educational Examiners (BOEE) and hold an early childhood endorsement. See table 2.</p>					
<input type="checkbox"/> 6.4 Required ECSE	<p>Assistant Teachers-teacher aides (staff who implement program activities under direct supervision) have a high school diploma or GED and:</p> <ul style="list-style-type: none"> • 50% of assistant teachers-teacher aides have at least a Child Development Associate Credential (CDA) or equivalent; and • 100% of assistant teachers-teacher aides who do not have at least a CDA are enrolled in a program leading to a CDA or equivalent, are actively participating in the program, and are demonstrating progress toward the CDA or equivalent. <p>College-level course work is from regionally accredited institutions of higher education may include distance learning or online coursework.</p> <p>If there is only one assistant teacher-teacher aide, then either of the requirements can be met.</p>					
<input type="checkbox"/> 6.5 LEA – IAC 281- 12.7(1)(c), 281-83.6(1) teachers only	<p>All teaching staff evaluate and improve their own performance based on ongoing reflection and feedback from supervisors, peers, and families. They add to their knowledge and increase their ability to put knowledge into practice. They develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.</p>					
<input type="checkbox"/> 6.6	<p>All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community or region, and beyond. Teaching staff participate in informal or formal ways in local, state, or regional public-awareness activities related to early care by joining groups, attending meetings, or sharing information with others both at and outside the program.</p>					
<input type="checkbox"/> 10.2 Required	<p>The program administrator has the educational qualifications and personal commitment required to serve as the program's operational and pedagogical leader. The administrator:</p> <ul style="list-style-type: none"> • has at least a baccalaureate degree; • has at least 9 credit-bearing hours of specialized college-level course work in administration, leadership, and management. (which can be in school administration, business management, communication, technology, early childhood management or administration, or some combination of these areas.); and, 					

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	<ul style="list-style-type: none"> • has at least 24 credit-bearing hours of specialized college-level course work in early childhood education, child development, elementary education, or early childhood special education that encompasses child development and children’s learning from birth through kindergarten; family and community relationships; the practices of observing, documenting, and assessing young children; teaching and learning processes; and professional practices and development.; OR • documents that a plan is in place to meet the above qualifications within five years; OR • can provide documentation of having achieved a combination of relevant formal education and experience as specified in table 5, Alternative Pathways to Achieve Educational Qualifications as a Program Administrator. 					
<input type="checkbox"/> 10.16 DHS - IAC 441-109.9 all but age and education	Hiring procedures ensure that all employees in the program (including bus drivers, bus monitors, custodians, cooks, clerical, and other support staff) who come in contact with children in the program or who have responsibility for children: <ul style="list-style-type: none"> • have passed a criminal-record check; • are free from any history of substantiated child abuse or neglect; • are at least 18 years old (except vehicle drivers who must be at least 21); • have completed high school or the equivalent; and, • have provided personal references and a current health assessment that attests to the prospective employee’s ability to perform the tasks required to carry out the responsibilities of their position. 					
<input type="checkbox"/> 10.17	Programs maintain current health information from documented health assessments for all paid staff and for all volunteers who work more than 40 hours per month and have contact with children. A current (not more than one year old) health assessment, including a review of immunization status, is received by the program before an employee starts work or before a volunteer has contact with children. The health assessment is updated every two years. Documented health assessments include: <ul style="list-style-type: none"> • capacities and limitations that may affect job performance; and, • documentation by a licensed health professional of TB skin testing using the Manuoux method and showing the employee to be free from active TB disease. For those who have a positive TB skin test and who develop a persistent cough or unexpected fever, immediate assessment by a licensed physician is required. For those who have increased risk of TB according to the Centers for Disease Control (CDC), documentation is required annually by a licensed health professional showing that the employee is free from active TB disease. 					
<input type="checkbox"/> 10.19 DHS Required	Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a secure location.					
<input type="checkbox"/> 10.20 **	All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the governing body. **LEA – Teachers (PD Plan) and Admin IAC 281-86.6(1), 12.7(1)(c), 12.3(3)					