

**Iowa Early Care and Education Knowledge and Competency Framework For Program Administration Roles**

Program Administrator Tiers	Orientation <sup>1</sup>	Program Administrator <sup>2</sup> Tier I			Program Administrator Tier II	Program Administrator Tier III	Program Administrator Tier IV	Program Administrator Tier V	Program Administrator Tier VI	Program Administrator Tier VII
		STEP 1 -	STEP 2 -	STEP 3 -						
<b>Education Details</b>	<p><b>All Staff:</b></p> <ol style="list-style-type: none"> <li>1.First Aid</li> <li>2.Universal Precautions</li> <li>3.CPR</li> <li>4.Mandatory Child Abuse Reporter Training</li> <li>5.Additional Recommended Health and Safety Training such as SIDS or Medication Administration or As Adopted through the Federal Child Care Bureau</li> <li>6. Medication Administration</li> <li>7. Licensing Rules and Regulations</li> <li>8. Nutrition and Physical Activity</li> <li>9. Childhood Illness</li> <li>10. Iowa Early Learning Standards</li> </ol> <p><b>OR AS DETERMINED BY DHS REGULATIONS AND DEPENDENT ON OTHER PRE-SERVICE EDUCATION</b></p>	<p><b>STEP 1 -</b> Child Development Competencies</p> <p>Health and Safety Competencies</p> <p><b>Credit Option Examples that lead to a CDA</b></p> <ol style="list-style-type: none"> <li>1. Intro to ECE</li> <li>2. Early Childhood Guidance</li> <li>3. Health, Safety, and Nutrition</li> </ol> <p>In Addition choose from one of the following: <i>EC Curriculum I or Infant/Toddler Care Education</i></p> <p><b>Examples of Trainings as of Fall 2013 might include:</b></p> <ol style="list-style-type: none"> <li>1.Program for Infant/Toddler Care</li> <li>2.Environmental Rating Scales</li> </ol>	<p><b>STEP 2 -</b> Program Management Competencies</p> <p>Professionalism and Leadership Competencies</p> <p><b>Credit Option Examples that lead to a CDA</b></p> <ol style="list-style-type: none"> <li>1. Intro to ECE</li> <li>2. Early Childhood Guidance</li> <li>3. Health, Safety, and Nutrition</li> </ol> <p>In Addition choose from one of the following: <i>EC Curriculum I or Infant/Toddler Care Education</i></p> <p><b>Examples of Trainings as of Fall 2013 might include:</b></p> <ol style="list-style-type: none"> <li>1.Early Childhood Positive Behavior Interventions and Supports</li> <li>2.Cultural Competencies</li> <li>3.Classroom Assessment Scoring System</li> <li>5.National Administrator Credential</li> </ol>	<p><b>STEP 3 -</b> Education Program Competencies</p> <p>Families and Communities Competencies</p> <p><b>Credit Option Examples that lead to a CDA</b></p> <ol style="list-style-type: none"> <li>1. Intro to ECE</li> <li>2. Early Childhood Guidance</li> <li>3. Health, Safety, and Nutrition</li> </ol> <p>In Addition choose from one of the following: <i>EC Curriculum I or Infant/Toddler Care Education</i></p> <p><b>Examples of Trainings as of Fall 2013 might include:</b></p> <ol style="list-style-type: none"> <li>1.Every Child Reads</li> <li>2.Evidenced-Based Curriculum</li> <li>3.Evidenced-Based Assessment</li> <li>4.Early Care and Education Institute or local conferences</li> </ol>	<p>16-17 credit certificate in Child Care Program Administration Pre-requisite: 12 credits in ECE</p>	<p>ECE Community College Diploma</p> <p align="center"><b>OR</b></p> <p>36 Credits General Education plus or including 12 ECE credits</p> <p align="center"><b>Plus or Including</b></p> <p>At least 9 semester credit hours in the following areas: Accounting/Business Math Human Relations Management Racial Equity and Diversity Leadership Marketing</p> <p align="center"><b>OR</b></p> <p>Aim4Excellence Director Credential</p>	<p>Associate Degree in ECE</p> <p align="center"><b>OR</b></p> <p>Associate Degree plus or including 24 ECE Credits</p> <p align="center"><b>OR</b></p> <p>60 General Education Credits with 24 ECE Credits</p> <p align="center"><b>Plus or Including</b></p> <p>At least 9 semester credit hours in the following areas: Accounting/Business Math Human Relations Management Racial Equity and Diversity Leadership Marketing</p> <p align="center"><b>OR</b></p> <p>Aim4Excellence Director Credential</p>	<p>Bachelor's Degree in ECE</p> <p align="center"><b>OR</b></p> <p>BOEE Licensure with ECE Endorsements: 100, 103, 106 or 262</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree in Early Childhood Administration</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree plus or including 24 ECE credits</p> <p align="center"><b>Plus or Including</b></p> <p>At least 9 semester credit hours in the following areas: Accounting/Business Math Human Relations Management Racial Equity and Diversity Leadership Marketing</p> <p align="center"><b>OR</b></p> <p>Aim4Excellence Director Credential</p>	<p>Master's Degree with or without Teaching License and 24 ECE credits (MA/MS in ECE)</p> <p align="center"><b>OR</b></p> <p>Master's Degree in Early Childhood Program Administration</p> <p align="center"><b>OR</b></p> <p>Any of the Bachelor's Degrees from Previous Column with the Aim for Excellence Certificate</p> <p align="center"><b>Plus or Including</b></p> <p>At least 9 semester credit hours in the following areas: Accounting/Business Math Human Relations Management Racial Equity and Diversity Leadership Marketing</p> <p align="center"><b>OR</b></p> <p>Aim4Excellence Director Credential</p>	<p>Principal License that includes PK grade level</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree including: 9 credits in specialized coursework related to leadership, management, administration <b>AND</b> 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.</p> <p align="center"><b>OR</b></p> <p>Documents that a plan is in place to meet the above requirements in five years.</p> <p align="center"><b>OR</b></p> <p>can provide documentation of having achieved a combination of relevant formal education and experience as specified in table 3, Alternative Pathways to Achieve Qualifications as a Program Administrator<sup>5</sup></p>
<b>Competency Levels<sup>3</sup></b>		LEVEL 1 Program Administrator Progressing			LEVEL 1 Program Administrator Progressing	LEVEL 2 Program Administrator Skilled	LEVEL 2 Program Administrator Skilled	LEVEL 3 Program Administrator Mastery	LEVEL 3 Program Administrator Mastery	LEVEL 3 Program Administrator Mastery
<b>Experience Required</b>		Two years of experience working in an early childhood setting as a teacher and supervisor.			Two years of experience working in an early childhood setting as a teacher or administrator below current level.	Two years of experience working in an early childhood setting as a teacher or administrator below current level.	Two years of experience working in an early childhood setting as a teacher or administrator below current level.	Two years of experience working in an early childhood setting as a teacher or administrator below current level.	Two years of experience working in an early childhood setting as a teacher or administrator below current level.	
<b>WAGES<sup>4</sup> Levels<sup>4</sup></b>					LEVELS 2 & 3	LEVELS 4 & 5	LEVELS 6 & 7	LEVELS 8, 9, & 10	LEVELS 9,10	

<sup>1</sup> Anyone beginning work in centers or preschools licensed by DHS or in a registered Child Development Home must have orientation training before beginning work. Orientation training must be taken by all new employees unless prior training can be verified.

<sup>2</sup> The Program Administrator is the person responsible for day-to-day program operation, ensuring the health and safety of the children, and planning, implementation, and evaluation of a child care, preschool, pre-kindergarten, or kindergarten program. The role of the Program Administrator covers leadership and management behaviors.

<sup>3</sup> As defined with the Program Administrator Competencies located at [http://www.state.ia.us/earlychildhood/files/state\\_system/professional\\_development/ProgramAdminCompetencies\\_10-08-12.pdf](http://www.state.ia.us/earlychildhood/files/state_system/professional_development/ProgramAdminCompetencies_10-08-12.pdf)

<sup>4</sup> Child Care WAGES<sup>®</sup> Iowa is a salary supplement program operated through Iowa AEYC and is a licensed program of Child Care Services Association. For more information, contact [info@iowaaeyc.org](mailto:info@iowaaeyc.org)

<sup>5</sup> See table 3, Alternative Pathways to Achieve Qualifications as a Program Administrator: <https://www.educateiowa.gov/sites/files/ed/documents/IQPPS%20Implementation%20Guide.pdf>