


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: December 21, 2001

Code: TECHNICAL LETTER
HR/PCOS 2001-02

To: Human Resources Directors

From:


Cathy Robinson
Senior Director
Human Resources Administration

RESPONSE REQUIRED BY
JANUARY 23, 2002

Subject: PROPOSED NONREPRESENTED CLASSIFICATION SERIES – PRESCHOOL TEACHERS

In response to executive request, Human Resources Administration has developed a proposed new series of nonrepresented classifications for Preschool Teachers working in campus early childhood education and/or childcare centers. Three teaching levels are defined, each with varying levels of responsibility for developing, planning and implementing curriculum and classroom programs. The proposed standards and salary ranges were developed using data from a recent survey conducted among California colleges and universities and their early childhood education and childcare programs.

Your campus input regarding these proposed nonrepresented classifications is critical. We ask that you respond to two sets of questions included in this technical letter. The first set requests your input regarding the actual classification standards. The second set requests information on your campus organizational structure for its early childhood education and/or childcare centers. **Please take the time to respond to both sets of questions by Wednesday, January 23, 2002. Thank you.**

Following are summaries of the proposed nonrepresented classifications and their associated salary ranges. The two sets of questions mentioned above follow these summaries. The complete draft standards are provided in Attachment A.

Distribution:

Vice Presidents, Administration
Vice Presidents, Student Affairs
Vice Presidents, Academic Affairs
Associate VPs/Deans of Faculty Affairs
Human Resources Directors
SOSS Director

1. Classification Summaries and Proposed Salary Ranges

- **Master Teacher – \$13.00 to \$23.00/hour**
Provides leadership and coordination for a team of teachers, assistants and students in the classroom. The master teacher is responsible for modeling the development, planning and implementation of a curriculum that provides for a broad base of experiences and is consistent with the philosophy and goals of the early childhood education center or program.
- **Preschool Teacher – \$11.00 to \$18.00/hour**
Works in collaboration with the master teachers and/or program/center directors to plan and implement the curriculum and classroom programs for an early childhood education center. Incumbents typically assist in planning the daily curriculum and activities, with the majority of their time spent on direct, hands on instruction and experiences with the children.
- **Teaching Assistant – \$8.50 to \$11.50/hour**
Assists teachers in implementing the daily curriculum and activities for an early childhood education program. Incumbents spend the majority of their time working directly with the children.

2. Questions Related to the Proposed Classification Standards

After reviewing the proposed draft classification standards, please provide us your campus feedback with a focus on the following:

- Do the standards provide an umbrella under which you can equitably classify your positions?
- Do the standards adequately cover the breadth of work performed in these areas today and work to be performed in the next few years?
- Are any functions or critical skills missing? If yes, what?
- Do the level distinctions make sense? Is the progression from one level to the next clear?
- Do the proposed salary ranges meet the needs of your campus?
- Would you make use of these proposed excluded classifications?
- If no, how are your current preschool teachers classified?

3. Questions Related to Organization Structure

To help us make sure the final implemented standard will meet the needs of all campuses, please answer the following organization questions:

- What types of preschool or early childhood programs are offered on your campus?
 - A lab school for teaching early childhood education?
 - A childcare center for providing childcare and preschool services for students, faculty and staff?
 - Other programs?

- Under which management structure does each of your campus preschool/childcare centers fall?
 - The foundation or auxiliary services?
 - Associated student services?
 - Other structures?

Thank you for taking the time to review the proposed classifications. In order to meet our required timeline for implementation, it is essential that we receive your input no later than **Wednesday, January 23, 2002**. Feedback should be directed to Ms. Gina Caywood via e-mail at gcaywood@calstate.edu. Questions also can be directed to Ms. Caywood via telephone at (562)951-4416.

This technical letter is available at Human Resources Administration's web page at <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

PRESCHOOL TEACHER SERIES

Draft Classification Standards

Excluded Classifications – Class Codes TBD

Series Overview:

The Preschool Teacher series is designed for preschool teachers and assistants working in a center for early childhood education. Three levels of teachers are defined, each with varying levels of responsibility for developing, planning and implementing the curriculum and classroom programs for an early childhood education program. Incumbents develop and implement a comprehensive curriculum and create a learning environment consistent with the established philosophy and goals of the center and which encompass the full range of a child's development including intellectual, creative, social, emotional, kinesthetic and physical. Incumbents at all levels are involved in direct, hands on classroom instruction and experiences with the children.

Incumbents at the Master Teacher and Preschool Teacher classification levels may be assigned special assignments relative to different components of a center's programs. Such assignments may include, but are not limited to, developing and coordinating health and nutrition programs, developing and implementing music program, developing and implementing an art curriculum, developing a physical education program, developing programs for and integrating special needs students, coordinating community outreach efforts, and teaching environmental awareness.

Master Teacher – Class Code TBD

Under general direction, the Master Teacher provides leadership and coordination for a team of teachers, assistants and students in the classroom. The master teacher is responsible for modeling the development, planning and implementation of a curriculum that provides for a broad base of experiences and is consistent with the philosophy and goals of the center/program. Incumbents also complete on-going developmental profiles for all children; establish learning and teaching objectives for the children; work with parents, including conducting regular parent-teacher conferences; supervise teachers and assistants in their work with the children; provide training and guidance to other teachers; select materials and supplies to support the curriculum; and plan and participate in program/center events. Incumbents also may assist in the overall operation of the center and act in the Director's behalf in his/her absence.

Typical Qualifications:

- **Educational Background** – Requires a bachelors degree or higher level of education, preferably in child development or early childhood education. Some centers may require possession of a teaching permit pertinent to the program. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.

- **Knowledge** - Demonstrated knowledge and competence to develop, plan and implement a curriculum for early childhood education. Must be knowledgeable in pertinent state and federal regulations relating to the daily operations of an early childhood education center including licensing regulations, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.
- **Experience** – Three to four years of experience in early childhood education, including one year of experience providing staff/teacher supervision.

<p>Preschool Teacher – Class Code TBD</p>
--

Under general supervision, the Preschool Teacher works in collaboration with the master teachers and/or program/center directors to plan and implement the curriculum and classroom programs for an early childhood education center. Incumbents typically assist in planning the daily curriculum and activities; setting learning and teaching objectives for the children; maintaining and updating developmental reports on the children; training teaching assistants and student workers; and planning and participating in center events. The majority of time for incumbents at this level is spent in direct, hands on instruction and experiences with the children.

Typical Qualifications:

- **Educational Background** – Typically positions require a bachelor’s degree **or equivalent** education, training and experience. This equivalent background must include substantial coursework in early childhood education or child development. Some centers may require possession of a teaching permit pertinent to the program or that the incumbent be working towards a teaching permit. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.
- **Knowledge** – Incumbents must demonstrate a solid understanding of how to plan and implement an age appropriate curriculum. Incumbents also must be knowledgeable in pertinent state and federal regulations relating to the daily operations of an early childhood education center including licensing regulations, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.
- **Experience** – One to two years of experience, depending on educational background, working in an early childhood education setting. Requires experience planning and implementing daily curriculum and activities, setting learning objectives, and writing developmental and other reports required of the position.

Preschool Teaching Assistant – Class Code TBD

Under direct supervision, assists teachers in implementing the daily curriculum and activities for an early childhood education program. Incumbents spend the majority of their time working directly with the children.

Typical Qualifications:

- **Education and Knowledge** - Requires some background coursework in early childhood education or child development, typically a minimum of six to twelve units.
- **Experience** - Typically, no direct experience is required at this level, provided the incumbent has introductory coursework in early childhood education or child development.