


**The California State University
Office of the Chancellor
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Date: February 25, 2002

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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **New Early Childhood Teacher Series Classifications and Standards**

In response to executive request, the Early Childhood Teacher Series has been developed for teachers working in campus early childhood education and/or childcare centers. This series, effective March 1, 2002, is available as determined appropriate by the campus president or designee. Please contact Employee Relations at the Chancellor's Office if you are considering reclassifying any current represented employee performing similar work into one of these new nonrepresented classifications.

Four nonrepresented classifications are defined, each with varying levels of responsibility for developing, planning and implementing curricula and classroom programs. These classifications have been placed in the Excluded employee group.

The Classification and Qualification Standards are provided in Attachment A. Employment provisions are detailed below:

❖ **Early Childhood Master Teacher**

Class Code: 1970
CBID: E99
FLSA: Exempt
Salary Rate: \$1,993 to \$4,420 monthly. Refer to the CSU Salary Schedule for future updates.

❖ **Early Childhood Teacher**

Class Code: 1971
CBID: E99
FLSA: Non-Exempt
Salary Rate: \$1,690 to \$3,813 monthly. Refer to the CSU Salary Schedule for future updates.

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❖ **Early Childhood Associate Teacher**

Class Code: 1972
CBID: E99
FLSA: Non-Exempt
Salary Rate: \$1,430 to \$2,253 monthly. Refer to the CSU Salary Schedule for future updates.

❖ **Early Childhood Assistant Teacher**

Class Code: 1973
CBID: E99
FLSA: Non-Exempt
Salary Rate: \$1,170 to 1,733 monthly. Refer to the CSU Salary Schedule for future updates.

Appointment Information:

- Appointments are temporary in nature. Employees in this classification do not receive permanent status and do not earn seniority points.
- Incumbents can be appointed on a monthly or hourly intermittent basis.

Health Benefits:

- Incumbents appointed half-time or more for greater than six (6) months are eligible for health, basic dental and vision benefits. Eligible incumbents can elect to participate in FlexCash.
- Eligible incumbents may participate in the Health Care Reimbursement Account plan and the Tax Advantage Premium Program.

Leave Benefits:

- Incumbents are eligible for vacation, sick leave, catastrophic leave and holiday pay.

Disability Benefits:

- Incumbents are eligible for NDI and IDL.

Retirement Benefits:

- Incumbents with full-time appointments greater than six (6) months or half-time for one year are eligible for PERS Miscellaneous Tier 1 retirement benefits.
- Incumbents can participate in supplemental retirement plans such as tax shelter annuities (403(b)) and State Savings Plus program (457 and 401(k)).

Shift Differential: Not eligible

Fee Waiver:

- Not eligible.

Other Voluntary Plans:

- Eligible incumbents may participate in Dependent Care Reimbursement Account Program, Pre-Tax Parking Deduction Plan, employee-paid term life insurance plan, CSU Home Loan Program, Automobile and Homeowner Insurance plan, and other voluntary plans offered by the CSU.

If you have questions or concerns, please contact Human Resources Administration at (562) 951-4411. This HR Letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>

JRMcC:gc



Early Childhood Teacher Series

Class Title	Class Code	Date Established
Early Childhood Master Teacher	1970	3-1-02
Early Childhood Teacher	1971	3-1-02
Early Childhood Associate Teacher	1972	3-1-02
Early Childhood Assistant Teacher	1973	3-1-02

SERIES OVERVIEW:

The Early Childhood Teacher series is designed for educators and teachers working in a center for early childhood education and/or childcare. Four classifications of teachers are defined in this series, 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/or implement a comprehensive curriculum and create a learning environment consistent with best practices and 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 in all classifications within this series are involved in direct, hands-on classroom instruction and experiences with the children.

Incumbents in the Master Teacher and Teacher classifications may be assigned special assignments in different areas of a center's programs. Such assignments may include, but are not limited to, developing and coordinating health and nutrition programs, developing and implementing a 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.

EARLY CHILDHOOD MASTER TEACHER

Under general direction, the Master Teacher provides leadership and coordination for a team of teachers, assistants and students in one or more early childhood classrooms. 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 best practices in the field and the philosophy and goals of the center/program. In addition, incumbents oversee the completion of on-going developmental profiles for all children; establish learning and teaching objectives for the children; develop partnerships with parents, including conducting parent-teacher conferences; supervise, mentor and train teachers, assistants, and students in their work with the children; assist in the selection of teachers and assistants to work in the classroom; select teaching 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, but their primary responsibilities are classroom focused.

TYPICAL QUALIFICATIONS:

- **Educational Background** - A Bachelor's degree or higher level of education in child development or early childhood education is preferred. Consistent with the state Child Development Permit Matrix, incumbents who do not possess a degree must have completed at least 24 units in early child education or child development, six specialization units, required adult supervision units, and the additional general education requirements. Some centers may require possession of a teaching permit pertinent to the program.
- **Knowledge** - Demonstrated knowledge and competence to develop, plan and implement a curriculum for early childhood education is required. 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** - Consistent with the state Child Development Permit Matrix, incumbents who possess a Bachelor's degree or higher must have completed the required units of supervised field experience. Incumbents without a degree must meet the specified days of experience within the last four years. This is equivalent roughly to one to two years of experience, including one year of experience providing teacher/staff supervision.
- **Additional Requirements** - Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices and meet additional state requirements.

EARLY CHILDHOOD TEACHER

Under general supervision, the Teacher works in collaboration with the Master Teacher and/or program/center directors to plan and implement the curriculum and programs for an early childhood classroom. Incumbents typically plan the daily curriculum and activities; set learning and teaching objectives for the children; maintain and update ongoing developmental profiles on the children; conduct parent/teacher conferences; train associate and assistant teachers and student workers; and plan and participate in center events. Teachers in this classification spend significant time in planning and assessment activities, as well as in direct, hands-on instruction and experiences with the children.

TYPICAL QUALIFICATIONS:

- **Educational Background** - An Associate's degree or higher level of education in child development or early childhood education is preferred. Consistent with the state Child Development Permit Matrix, incumbents who do not have a degree must have completed at least 24 units in early child education or child development plus the additional general education requirements. Some centers may require possession of a teaching permit pertinent to the program or that the incumbent be working towards a teaching permit.
- **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** - Consistent with the state Child Development Permit Matrix, incumbents who possess an Associate's degree or higher must have completed the required units of supervised field experience. Incumbents without a degree must meet the specified days of experience within the last four years. This is roughly equivalent to six to twelve months of experience.

- **Additional Requirements** - Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.

EARLY CHILDHOOD ASSOCIATE TEACHER

Under direct supervision, the Associate Teacher assists teachers in implementing the daily curriculum and activities for an early childhood education program. May assist in setting learning objectives and preparing ongoing developmental assessments for the children. Incumbents spend the majority of their time working directly with the children.

TYPICAL QUALIFICATIONS:

- **Education and Knowledge** - Requires a minimum of twelve units in early childhood education or child development.
- **Experience** - Consistent with the state Child Development Permit Matrix, incumbents must meet the specified days of experience within the last two years. This is roughly equivalent to two to four months of experience.
- **Additional Requirements** - Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.

EARLY CHILDHOOD ASSISTANT TEACHER

Under immediate 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** - Incumbents must have completed or be in the process of completing coursework equivalent to six units in early childhood education and/or child development.
- **Experience** - Typically, no direct experience is required, provided the incumbent has completed or is working toward the required coursework.
- **Additional Requirements** - Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education.