# CHILD CARE STAFF QUALIFICATIONS & WAGES

<table>
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<th>TITLE</th>
<th>QUALIFICATIONS</th>
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| ASSISTANT CAREGIVER | ✮ Experience with children is preferred.  
                      ✮ Is enrolled in Introduction to Child Care (ICC) or is enrolled in an approved credit-based replacement course (see Training Courses Guide).  
                      ✮ Is enrolled in CPR/AED Training and Pediatric First Aid Training.  
                      ✮ Is enrolled in the Infant Toddler and/or School-Age course as applicable.                                                                                                                                  | $13.00    |
| CAREGIVER          | ✮ Meets all requirements listed above for ASSISTANT CAREGIVER.  
                      ✮ Has completed ICC and Infant Toddler or School-Age Course as applicable.  
                      ✮ CPR/AED Training is current.  
                      ✮ Pediatric First Aid Training is current.  
                      ✮ Has worked in ratio for a minimum of eight (8) weeks.  
                      ✮ Has Lead Teacher recommendation.                                                                                                                                                            | $13.50    |
| PRIMARY CAREGIVER  | ✮ Meets all requirements listed above for CAREGIVER.  
                      ✮ Has completed 6 credits in approved early childhood education or 3 early childhood credits and 48 total credits from an institution of higher education (See Training Courses Guide).  
                      ✮ Has a minimum of 320 hours working with children.  
                      ✮ Has demonstrated leadership, initiative and the ability to provide on-the-job training for other staff.  
                      ✮ Has demonstrated proficiency in working with children, families, other staff and classroom management.  
                      ✮ Has Lead Teacher and Program Coordinator recommendation.  
                      ✮ Has completed all NAEYC required Inservices.                                                                                                                                                | $14.50    |
| LEAD CAREGIVER     | ✮ Must meet Primary Caregiver requirements to qualify.  
                      ✮ Has Program Coordinator recommendation  
                      ✮ Position only offered when specific conditions and requirements are met; see next page for further detail.  
                      ✮ 20 hours/week minimum (includes 2-4 hours plan time)                                                                                                                                             | $15.50    |

All classes taken to fulfill these employment requirements must be passed with a grade of “C-” or higher.
To remain employed, the state-required ICC course, the Infant Toddler and/or School Age training courses must be completed within 6 months of hire.

**Lead Caregiver:**
- Used as 3rd position in infant suite or with Director approval to provide leadership when an open Lead Teacher position exists in any classroom.
- Must be a vacant position with plan to recruit or if a leave of absence will be greater than six weeks.
- Appointment will be for minimum of one full semester and placement reviewed each semester by Director.

**Merit Raises**
Merit raises are generally given annually in September and are dependent upon budget. Staff who have worked two of the last three semesters (Summer, Spring, and Fall – minimum 8 weeks each) are eligible for merit raises. September merit raises are effective the first full bi-weekly payroll of the Fall semester. Those staff who begin during late Spring or Summer, and are not yet eligible for a merit raise in September, will be eligible for a smaller prorated merit at the first full bi-weekly of the Spring semester. This will put them back on schedule for annual raises in September.