

**Directions for Reading this Document**

Within columns:

Multiple colored asterisks in a column represent the S.T.E.P. level(s) able to work in that position.

Across rows:

The gray area represents a position that is not yet attainable at the current S.T.E.P. The bottom line in the white area and up represents a position that is now available at your current S.T.E.P.

		General Titles for Early Care and Education Positions																					
		Family or Group Home Child Care Providers	(AT/PP) Assistant Teacher/ Paraprofessional	Lead Teacher	Program Director/ Administrator	Trainer/ Consultant/ Curriculum Specialist/ GSRP Early Childhood Specialist	Higher Education	Research/Policy Making															
<p><b>S.T.E.P. 1</b></p> <p>Minimum Entry Requirements (i.e. licensing requirements of up to 12 clock hours)(centers=12, family/group homes=10, asst in group home=5)</p>	<p><b>S.T.E.P. 2</b></p> <p>45 Training Hours in Early Childhood Education (Applies to Family and Group Home Providers receiving state subsidies for child care. For more information visit <a href="http://miafscme.org/CCPTM.htm">http://miafscme.org/CCPTM.htm</a>)</p>	<p><b>S.T.E.P. 3</b></p> <p>One-Year Certificate in Early Childhood Education or a Child Development Associate Credential (CDA)</p>	<p><b>S.T.E.P. 4</b></p> <p>Associates Degree in Early Childhood Education or other related field</p>	<p><b>S.T.E.P. 5</b></p> <p>Bachelors Degree with at least 18 credit hours in Early Childhood Education or Special Education</p>	<p><b>S.T.E.P. 6</b></p> <p>Early Childhood (ZA) Endorsement (with valid Michigan teaching Certificate)</p>	<p><b>S.T.E.P. 7</b></p> <p>Masters in ECE, Special Education, or other related field</p>	<p><b>S.T.E.P. 8</b></p> <p>Ed specialist, Ed.D. or Ph.D. in ECE, SE, or other related field</p>	<p><b>1 2 3 4 5 6 7 8</b></p> <p>Owner or Provider for a Family or Group Child Care Home</p>	<p><b>1</b></p> <p>AT/PP in a center based child care program</p>	<p><b>3</b></p> <p>AT/PP in Head Start or any GSRP program</p>	<p><b>5</b></p> <p>Lead Teacher in Head Start or in a competitive (agency) GSRP program</p>	<p><b>5 6 7 8</b></p> <p>Lead teacher in a Formula (School District/Public School Academy) GSRP program; lead teacher in an ECSE classroom with an additional endorsement in one area of special education</p>	<p><b>5 6 7 8</b></p> <p>Coordinator in a Head Start Program</p>	<p><b>5 6</b></p> <p>Independent curriculum consultant</p>	<p><b>7 8</b></p> <p>Licensing consultant, trainer for a local training agency, GSRP Early Childhood Specialist</p>	<p><b>7 8</b></p> <p>Instructor in higher education for a community or 4-year college</p>	<p><b>7 8</b></p> <p>Position in research; collection/analysis; local, state or federal policy making</p>						
																		<p><b>2</b></p> <p>AT/PP in a center based child care program</p>	<p><b>3 4</b></p> <p>Lead teacher in a center based child care program</p>	<p><b>4</b></p> <p>Program Director in a center based child care program or any GSRP program</p>	<p><b>6 7 8</b></p>	<p><b>7 8</b></p>	<p><b>7 8</b></p>
																		<p><b>4</b></p>	<p><b>5 6 7 8</b></p>	<p><b>6 7 8</b></p>	<p><b>7 8</b></p>	<p><b>7 8</b></p>	
																							<p><b>5</b></p>
																		<p><b>6 7 8</b></p>	<p><b>7 8</b></p>	<p><b>7 8</b></p>	<p><b>7 8</b></p>	<p><b>7 8</b></p>	
																							<p><b>7 8</b></p>
																		<p><b>8</b></p>	<p><b>8</b></p>	<p><b>8</b></p>	<p><b>8</b></p>	<p><b>8</b></p>	

**Note A:** Reading this document: The gray area represents a position that is not yet attainable at the current S.T.E.P. The bottom line in the white area and up represents a position that is now available at your current S.T.E.P. For example, in order to be an instructor in higher education, you must have completed your master's degree in early childhood, special education or other related field. Multiple colored asterisks in a column represent the S.T.E.P. level(s) able to work in that position.

**Note B:** Degrees required for S.T.E.P. 5 and above may be in early childhood education, special education or other related fields. Other fields might include Human Development, Psychology, Sociology, Social Work, Education, Pediatric Nursing, Family & Consumer Science, Recreation, Child and Family Studies and Business.

**Note C:** This framework was adapted from the Kent County Professional Development Steps and represents recommendations made by the GSC Early Care and Education Subcommittee members as a model for best practices in professional development. However, individual agencies and programs may differ in their requirements. Please check with the director of the program for their policies.

## General Information on Program Requirements

### Family & Group Child Care Homes

#### **Assistant Caregiver Education Requirements:**

- a. Complete not less than 5 clock hours of training each year related to child development and caring for children, not including CPR and first aid training.
- b. Complete training that includes information regarding sudden infant death syndrome and shaken baby syndrome.

#### **Caregiver Education Requirements:**

- a. The caregiver shall complete not less than 10 clock hours of training each year related to child development, program planning, and administrative management for a child care business, not including CPR and first aid training.

#### **Education options:**

- a. Training hours may include participation in any of the following:
  - i. Sessions offered by community groups, faith-based organizations, and child care home associations.
  - ii. Trainings, workshops, seminars, and conferences on early childhood, child development or child care administration, and practices offered by early childhood organizations.
  - iii. Workshops and courses offered by local or intermediate school districts, colleges, and universities.
  - iv. Online courses.
- b. CPR and first aid training shall be maintained in the following manner:
  - i. Each year for CPR.
  - ii. Every 36 months for first aid.

### Child Care Centers

#### **Assistant Teacher**

- a. Complete blood-borne pathogen training within 6 months from date of hire and maintained yearly.
- b. Complete CPR training yearly and first aid training every 36 months
- c. Complete 12 clock hours of annual training on topics including child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules for child care centers.
- d. Complete training about safe sleep and shaken baby syndrome prior to caring for infants and toddlers.

#### **Lead Teacher**

- a. Same requirements as Teacher Assistant AND
- b. A combination of education, CEU's and hours of experience (as defined by Michigan licensing guidelines found at [http://www.michigan.gov/documents/dhs/BCAL-PUB-0008\\_241660\\_7.pdf](http://www.michigan.gov/documents/dhs/BCAL-PUB-0008_241660_7.pdf))

#### **Program Director/Administrator**

- a. Same requirements as Teacher Assistant AND
- b. A combination of education, CEU's and hours of experience (as defined by Michigan licensing guidelines found at [http://www.michigan.gov/documents/dhs/BCAL-PUB-0008\\_241660\\_7.pdf](http://www.michigan.gov/documents/dhs/BCAL-PUB-0008_241660_7.pdf))

### Head Start Program\*

#### **Assistant Teacher**

- a. Child Development Associate (CDA) credential

#### **Lead Teacher**

- a. Bachelor's degree in early childhood education or other related field

#### **Education Coordinator**

- a. Bachelor's or advanced degree in early childhood education or other related field

\*By 2013

### Competitive GSRP Program\*\*

#### **Assistant Teacher/Paraprofessional**

- a. Child Development Associate (CDA) credential OR Associate's degree in early childhood/preschool education or child development

#### **Lead Teacher**

- a. A valid Michigan teaching certificate and an early childhood specialist (ZA) endorsement OR a bachelor's degree in child development with specialization in preschool teaching

#### **Early Childhood Specialist**

- a. A graduate degree in child development or early childhood education

### Formula GSRP Program\*\*

#### **Assistant Teacher/Paraprofessional**

- a. Child Development Associate (CDA) credential OR Associate's degree in early childhood/preschool education or child development

#### **Lead Teacher**

- a. A valid Michigan teaching certificate and an early childhood specialist (ZA) endorsement

#### **Early Childhood Specialist**

- a. A graduate degree in child development or early childhood education

\*\*For more information about GSRP requirements visit: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_6809\\_50451--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6809_50451--,00.html)

Last Updated 10/26/2009



**Macomb • Oakland • Wayne**

Partners of the  
Early Childhood Investment Corporation

*A Guide for Early Care and Education Career Opportunities*



Systematic Training and Education of Professionals for Success

The following guide provides a comprehensive strategy for those interested in pursuing careers in the early care and education field. S.T.E.P.S. represents a framework for professional development. This tool seeks to guide professionals toward what basic qualifications are expected for each of the positions listed and the educational alternatives to achieve optimal readiness for these career opportunities.

For further information on professional development opportunities visit:

[www.greatstartcollaborativewayne.org/STEPS](http://www.greatstartcollaborativewayne.org/STEPS)

GSC-Macomb at [www.greatstartmacomb.org](http://www.greatstartmacomb.org);

GSC-Oakland at [www.greatstartforkids-oakland.org](http://www.greatstartforkids-oakland.org);

GSC-Wayne at [www.greatstartcollaborativewayne.org](http://www.greatstartcollaborativewayne.org))

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