

3301-32-02

Staff.

(A) Staff members of school child programs shall be recruited, employed, assigned, evaluated, and provided in-service ~~inservice~~ education in accordance with adopted school district, county board of DD MR/DD, or eligible nonpublic school board policies and without discrimination on the basis of age, color, national origin, race, sex, or disability.

(B) School child program staff members shall not have pleaded guilty or have been convicted of any offense mentioned in section 3301.541 of the Revised Code and shall have a criminal background check completed by the appropriate state or federal agency. ~~Staff hired prior to October 29, 1993 who have a non-conviction statement on file will have met this requirement.~~

(C) All staff, volunteers, and responsible individuals shall sign a non-guilty/non-conviction statement on an annual basis.

~~(C)~~(D) Staff members of school child programs shall be examined by a licensed physician, physician's assistant, clinical nurse specialist, or certified nurse not more than twelve months prior to employment and up to thirty days after employment. An employee medical statement shall be kept on file and updated according to program policies. Updates shall not exceed three years ~~included in the employee's personnel file.~~ If a staff member is currently employed by a school district board of education or an eligible nonpublic school or a county board of DD MR/DD, the person shall be considered to have met the requirements of this paragraph ~~if the person holds a valid Ohio teaching certificate or license.~~

~~(D)~~(E) Community partners will provide the school age child care ~~(SACC)~~ administrator with documentation that confirms every reasonable assurance is taken to safeguard enrolled children in alignment with this rule and will provide documentation to support assurance upon request of the school child care ~~SACC~~ administrator.

~~(E)~~(F) Staff members of school child programs shall perform functions in accordance with the following classifications:

(1) Program coordinator is a staff member with responsibilities as follows:

(a) Overall program design, implementation and evaluation;

(b) Compliance with school-age child care rules;

(c) Long-range planning;

- (d) Fiscal management;
- (e) Personnel recruitment, management, and evaluation;
- (f) Maintenance of program records;
- (g) Coordinating parent participation; and
- (h) Reporting to the superintendent or other administrative designee.

(2) Program team leader is a staff member with responsibilities as follows:

- (a) Planning program activities;
- (b) Designing the program environment;
- (c) Communicating with parents;
- (d) Directing the work of other staff members; and
- (e) Supervising children.

(3) Program assistant is a staff member with responsibilities as follows:

- (a) Assisting the program team leader in planning the program and environment; and
- (b) Working independently with children.

~~(F)~~(G) All staff members shall meet the following minimum requirements at the time they are employed:

- (1) A program coordinator shall, at a minimum, meet the requirements of a program team leader as specified in paragraph (G)(2)(a) to (G)(2)(c) of this rule ~~(paragraphs (F)(2)(a) to (F)(2)(c) of this rule. A program coordinator employed as the program team leader must meet all requirements specified in paragraphs (F)(2)(a) to (F)(2)(d) of this rule.~~

(2) A program team leader shall:

- (a) Be at least twenty-one years of age;
- (b) Have a high school diploma or equivalent;
- (c) Have a minimum of two thousand hours of documented related experience, or ninety quarter or sixty semester hours of successfully completed coursework at an accredited college or university; and

(3) A program assistant shall:

- (a) Be at least eighteen years of age,
- (b) Hold a high school diploma or equivalent, and
- (c) Have five hundred hours of related experience.

(4) Volunteers who meet the following criteria ~~meet the requirements specified in paragraphs (B), (C) and (H) of this rule~~ may be used as staff members:-

- (a) Satisfy the requirements of a criminal records check as established in section 3301.541 of the Revised Code;
- (b) Possess a medical statement from an approved provider;
- (c) Provide a signed non-guilty/non-conviction statement; and
- (d) Complete required orientation training.

~~(5) Responsible individuals who meet the requirements specified in paragraphs (A) to (C) and (H) to (I) of this rule may be used as staff members.~~

~~(G)~~(H) If fully qualified staff members as specified in paragraphs (F)(1) to (F)(3) of this rule are not available to fill all of the positions, persons who meet the qualifications for the position, except for related experience hours, may be employed and the hours scheduled in the school child program may be used in calculating the related experience requirement. Within two years from date of employment, the staff member hired under the conditions detailed in this paragraph shall complete the experience requirement.

~~(H)~~(I) All staff members as well as volunteers and responsible individuals used as staff members shall receive orientation training which addresses program policies and procedures as specified in rule 3301-32-10 of the Administrative Code prior to or

within seven calendar days of the first scheduled date of attendance on job, except that the discipline policy and procedures shall be reviewed as specified in paragraphs (B) and (C) of rule 3301-32-09 of the Administrative Code.

- (H)(J) Each staff member designated as a team leader, program assistant, or responsible individual who is paid and scheduled to work directly with children shall have on file evidence of annually completing a minimum of fifteen clock hours of in-service ~~inservice~~ training until forty-five clock hours of training have been accumulated. After forty-five hours of in-service training ~~inservice~~ have been completed, each staff member shall have on file evidence of annually completing five hours of in-service training ~~inservice~~. Any staff member holding a teacher license or certificate issued by the Ohio department of education shall ~~will~~ be considered to have met this requirement.
- (J) ~~SACC staff members who have met the requirements of paragraph (I) of this rule shall complete fifteen annual clock hours of inservice in alignment with the goals and objectives of the SACC program. This may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July first to June thirtieth.~~
- (K) In-service ~~inservice~~ training hours may be accumulated through post secondary coursework, seminars, workshops, conferences, structured observation of other programs, topic specific staff meetings, and orientation training required in paragraph (I) ~~(H)~~ of this rule. Video, CD-ROM computer software presentations, electronic media resource trainings, and self-study may be used for a maximum of ten of the child-care staff member's forty-five hours of in-service training, and self-study, except that self-study may not account for more than twenty per cent of the inservice hours annually.
- (L) In-service ~~inservice~~ training topics may include, but not be limited to, first-aid certification, CPR, child abuse recognition and prevention, management of communicable disease, behavior management, school ~~school-age~~ child curriculum, space and environment designs, working with families, children with special needs, child growth and development, and administration of a school child program.
- (M) Documentation of completed in-service ~~inservice~~ training as required ~~in paragraph (F)(4) of rule 3301-32-10 of the Administrative Code~~ shall include date, place, topic, program coordinator's and presenter's signatures, or in the case of self-study, the title, author/producer, and annotated bibliography of the self-study course in lieu of the presenter's signature.
- (N) In-service ~~inservice~~ training on first aid, CPR, child abuse recognition and prevention, and management of communicable disease shall be updated according to the length of time required by the approved organization ~~triennially at a~~

~~minimum.~~

- (O) ~~In-service~~ ~~Inservice~~ training hours accumulated through post secondary coursework, seminars, workshops, and conferences on topics other than first-aid, child abuse, and management of communicable disease, shall be provided by an approved trainer who shall have at least two years of experience specific to the subject area and possesses one of the following:
- (1) An associate or higher degree in child development, education, home economics, nursing, nutrition, psychology, dental hygiene, social work, or other related fields. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript, or other written evidence of completion of at least ninety quarter credit hours or sixty semester credit hours from an accredited college, university, or technical college; or
 - (2) A currently valid child development associate credential issued by the council for professional recognition (www.cdacouncil.org)"National—Child Development Associate Credentialing Commission".
- (P) Resource persons who do not meet the trainer qualifications prescribed in paragraph (O) ~~(M)~~ of this rule may be utilized to provide training when the resource person is accompanied or supervised by a person who meets the requirements of paragraph (O) ~~(M)~~ of this rule.

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Certification

01/12/2010

Date

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