



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – STAFFING and CRIMINAL BACKGROUND CHECKS

2. Scope

Each M-SCS classroom should have sufficient qualified staff present at all times.

3. Prerequisites

NA

4. Responsibilities

School Principal
Center Director/Manager
SCS Human Resources
SCS Pre-K HR Senior Advisor

5. Procedure

- A. Tennessee Bureau of Investigation (TBI) background checks are required of all staff, substitute teachers, parent volunteers, and community volunteers every five years before they can begin working with students.
- B. M-SCS Early Childhood Division contractors must forward a copy of approved background checks to M-SCS when staff is hired.
- C. Once the documentation is received, it is reviewed, and a determination made to if the applicant is eligible for hire.
- D. If there is an indication on the results (items not related to the harm of children), applicants are given the opportunity to provide supporting documentation for hire.
- E. Once the applicant is cleared, they will begin the onboarding process for new hires.
- F. School-based and VPK community partner classroom teachers must hold a valid TN teaching certificate for early childhood.
- G. Childcare center educators are required to have an associate's or bachelor's degree in child development or early childhood education, a bachelor's degree or beyond with at least 24 hours of early childhood hours, or a bachelor's degree or beyond with a CDA license.
- H. Teacher assistants should have at a minimum a CDA credential, an associate degree, or are enrolled in a program leading to an associate or bachelor's degree or CDA credential. School-based assistants who hold a high school diploma and the minimum number of

Documents: (*Staffing and Criminal Background Checks*) SOP short-form



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required college hours will be enrolled in a CDA program, if they are not enrolled in a program seeking an associate degree or beyond. The same is preferred for center-based and community partner-based teacher assistants.

6. *References*

- Head Start Performance Standards Subpart I- Human Resources Personnel Policies 1302.90
- Head Start Performance Standards Subpart D- Health Program Services 1302.47
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.07
- Voluntary Pre-K Scope of Services Section C
- Shelby County Schools Board of Education Policy 4053 Background Checks
- Teacher Profile Form
- New Teacher Orientation Packet
- Staff Professional Development Log

7. *Definitions*

- NA