



Apprenticeship for Child Development Specialist

Instructor Policies and Procedures

Instructor Requirements

Instructors are part time employees of River Valley Child Development Services (RVCDS) in the West Virginia Early Childhood Training Connections and Resources (WVECTCR) program. Instructors are early childhood professionals that meet or exceed the minimum requirements for the position set forth by the ACDS Executive Council and have successfully completed the hiring process of RVCDS. The hiring process includes an initial telephone interview, a second interview (in-person or virtual), a demonstration of teaching abilities, fingerprinting, and a drug screen. Successful applicants attend an ACDS Instructor Orientation in which they are given information regarding policies and procedures of the ACDS program. Instructors are asked to work a semester or 17 weeks at a time. Instructors will attend professional development every two years at minimum, referred to as the Instructor Update. Instructors may be asked to attend other informational meetings/trainings as deemed necessary by the ACDS Project Manager, the Director of WVECTCR, or the RVCDS Executive Director.

ACDS instructors must meet the following minimum requirements:

- Minimum of a Bachelor's degree in Child Development, Child Development and Family Studies, Family and Consumer Science, Early Childhood, Early Childhood Development, Early Childhood Education, Early Childhood Special Education or Elementary Education; other degrees in early childhood may be considered
- Minimum of one-year experience working directly with young children
- Hold a WV STARS Entity Instructor Certificate or be eligible to obtain

Instructor applications will be made available the beginning of March each year on Indeed.com and the RVCDS website. Interested individuals must complete the RVCDS application process. Applications for qualified candidates will be shared with the ACDS Project Manager. The ACDS Project Manager will review applications and make an initial contact to set up a time for a telephone interview. Upon successful completion of the telephone interview the ACDS Project Manager and the WVECTCR Director will schedule virtual interviews. Approved candidates will be shared with RVCDS's Human Resource Department. The HR Generalist will contact the approved candidate with final documentation and processes for hiring. Hiring is contingent upon successful fingerprinting and drug screen. It is the expectation of the ACDS program that instructors commit to teaching at least once the year following hire. Unless classes are not available, failure to meet this expectation may result in dismissal of the instructor position. After the first year of hire, instructors must teach at least one semester within a two-year period. The only exception would be if the instructor was not granted the opportunity to teach because of low student registration or an unforeseen emergency, such as sudden illness. Failure to teach within the two-year timeframe will result in dismissal as an instructor.

Capabilities and Skills

ACDS instructors must have a skill set that includes knowledge of child development, excellent presentation abilities, and effective communication skills. Instructors must possess the ability to read and interpret curriculum, regulations, and policies. It is essential that instructors can work independently and are self-initiated. It is important that instructors meet deadlines and complete tasks with accuracy. Instructors are also expected to maintain knowledge of the early care and education system in WV, including any changes to licensure. Instructors may be asked to assist students with completing registration. For this reason, instructors need to stay informed of registration deadlines and requirements.

Professionalism

Instructors are not only expected to teach professionalism to apprentices, but to role model professional behavior in appearance, speech, and actions. Instructors are expected to follow the NAEYC Code of Ethical Conduct. Adherence to ACDS policies and procedures and RVCDS's philosophy and mission is required. Doing so helps

promote unity within the program. It is critical that instructors facilitate the ACDS Curriculum as designed, without exception.

WV STARS

All instructors must maintain either a Professional Development Provider or Entity Instructor Credential through WV STARS. Instructors must submit their credential upon hire, and again as it is renewed. Failure to renew one of the two credentials will result in dismissal as an instructor. All apprentices that are registered on the WV STARS pathway will receive 45 hours of credit upon successful completion of each semester.

Instructor Orientation

As previously mentioned, newly hired instructors will attend the Instructor Orientation. This training may be in-person or virtual. The decision on the format of the training will be made based upon the number of hires, their location, and the ACDS budget. The Instructor Orientation will take place each summer prior to the fall semester. The orientation is a training that targets specific information that is needed to assist instructors with teaching the ACDS Curriculum. Participants will learn about the structure of the ACDS program, the role of instructors, and tips for successful facilitation of the coursework. During the orientation participants will be given the opportunity to explore the curriculum and ask questions that will assist them with feeling confident and comfortable in their role as instructors.

Instructor Update

Instructor updates are training sessions in which instructors are provided with information to help them be successful facilitators of the ACDS Curriculum. The updates can take place in-person or virtually. Information discussed and distributed at the updates is intended to keep instructors current on changes and/or revisions that may occur to RVCDS/WVECTCR/ACDS policies and procedures and to assist instructors on remaining current on developments in early childhood education. If unable to attend an update, an instructor may request a one-year extension in writing to the ACDS Project Manager. It is at the discretion of the ACDS Project Manager to grant or deny the request.

Annual Trainings

RVCDS employees are required to complete annual safety training. ACDS instructors are given July 1 – August 1 each year to fulfill this requirement. Instructors will be notified of this requirement via email from their supervisor and the Paycom system. The estimated time to complete all eleven trainings is four hours and instructors have the whole month to do so. The time spent will be recorded on their timesheets and paid accordingly.

Technology

Instructors will receive laptops, projectors, screens, and speakers to complete required job duties. All provided materials are property of RVCDS and should only be used in conjunction with teaching ACDS classes. Instructors must keep laptops installed with the latest automatic software updates that are managed by Digit 3. When not actively teaching, all materials will be returned to the ACDS program. Instructors will sign an Information Technology Equipment Responsibility and Use Agreement Form annually. This form identifies the equipment assigned to instructors and by signing instructors agree to the terms of the Information Technology Policy and Procedure.

Resource Materials

ACDS has purchased materials to assist instructors with carrying out activities that are part of the curriculum. These materials are sorted by semesters and stored in clear storage totes. Each county cluster has a tote for each of the four semesters. These materials are housed in Child Care Resource and Referral agencies and WVU Extension Offices. There is a policy and procedure for how instructors are to access and return these materials. These regulations along with a contact list of locations and contact people are available on the ACDS website. In addition to the resource boxes, instructors are provided with copies of attendance sheets, completion roster,

grade sheets, quizzes, and evidence of learning. These are printed and shipped through Office Depot. Instructors are expected to return the packing slips to either ACDS staff or the WVETCR administrative assistant(s). If an instructor is the recipient of student handouts from Mimeo Printing Company, they should submit the packing slip to the ACDS Assistant Project Manager.

Communication

Instructors are provided an RVCDS email account. The email should be downloaded and accessed on the assigned laptop. Instructors also have access to Microsoft Teams on their laptops. Instructors are expected to utilize both forms of communication on a regular basis. It is the expectation that email will be checked at least twice a week. Microsoft Teams can also be used to communicate with ACDS staff and other instructors. Text and phone calls are also acceptable forms of communication between an instructor and ACDS staff. Instructors must use their RVCDS email accounts when emailing students. It is not appropriate for instructors to use personal or other work email accounts to contact students. It is mandatory that instructors keep their direct supervisor informed of all concerns, issues, or changes in schedule. The Instructor Team has files that contain pertinent information such as the curriculum, quizzes, and registration forms. Failure to check RVCDS email can result in missed information and can negatively affect the ACDS program. Continued lapses in communication may result in disciplinary action.

Timesheet

ACDS instructors will use the Paycom system to record and submit work hours. Instructors are approved for six hours a week for 17-week periods. Any hours above this must be approved by the instructor's direct supervisor. Due to budget restraints, approved overtime will be the exception, not the rule. Instructors will approve and submit their timesheets on a biweekly schedule. Timesheets are due by 3:00pm the Friday before a pay week. Pay days are the Wednesday following timesheet submission. Failure to submit accurate timesheets on time may result in an instructor not getting paid on time. Repeated occurrences may result in dismissal of instructor position.

Travel

ACDS instructors may do some traveling, such as for site visits and ACDS professional development. For this reason, all instructors will enroll in RVCDS's Safe Driver program and be responsible for adhering to Travel Policy and Procedure. Instructors will submit mileage as an expense in Paycom and will be reimbursed according to the current rate set by the state of WV, in accordance with the GSA. Instructors are provided with directions on how to submit a mileage expense on both the Paycom website and app. These directions are also on the ACDS website. All mileage reimbursement must be approved by the instructor's direct supervisor, ACDS Project Manager or Assistant Project Manager.

Class Format

ACDS can be taken either virtually or in-person. In-person classes is the preferred format, but virtual classes allow rural areas access to participation. The same curriculum is used for both in-person and virtual classes. Priority for virtual classes are given to counties not holding in-person classes. Instructors for both formats have the same requirements, expectations, and rate of pay. Virtual classes are limited to 15 students. The ACDS Project Manager will request instructors to teach virtually on a semester basis. Once a student enrolls in virtual classes, they must finish the semester virtually. Students will not be permitted to switch from one format to the other once a semester begins. Typically, virtual classes are facilitated by instructors that have expressed a willingness to teach virtually.

Curriculum

Instructors are expected to review course lessons and be prepared to facilitate the curriculum with a firm understanding of the material. Instructors should be capable of answering questions typically posed by apprentices. Instructors are themselves encouraged to ask questions of the ACDS Project Manager, ACDS Assistant Project Manager, or other ACDS instructors if unclear regarding the content of material. The Curriculum is available on the ACDS website, and the Instructor Teams group. It is against ACDS policy for instructors to alter the

curriculum content or assignments. If any changes are needed, the instructor must contact the ACDS Project Manager for permission before making any adjustments.

Instruction Time

For in-person classes, instruction should be three hours in length and apprentices should be provided a 30-minute break. Class is taught one night a week for 15 consecutive weeks. For virtual classes, instruction/meeting time is for one hour a week. Students will spend the other one and a half hours completing their virtual lesson. Instructors can choose to teach virtual class for the full two and a half hours. In such instances, students will not utilize the virtual lessons. Instructors must be available 30 minutes prior to, or after class time for consultation. Instructors are expected to arrive prior to class start time and be ready to begin class instruction on time. Class should also end at the scheduled time, not early or late. Apprentices must sign the ACDS/DOL attendance sheet each week and note time in and out. This is essential for accurate documentation of classroom hours. For virtual classes, the instructor will keep attendance following the same guidelines. The semester beginning and end dates are set by the ACDS Project Manager. Instructors must adhere to these set dates.

Attendance

The absence policy is based upon the mandatory instruction time outlined by the Department of Labor in the ACDS Apprenticeship Agreement Standards. Apprentices are required to have 144 hours of related instruction a year, or 72 hours a semester. Both direct classroom time and time allotted for homework are calculated into the required hours for each semester. Apprentices may miss three classes, but no more. Absences are neither excused, nor unexcused. Apprentices do not need to submit written excuses for absences. Time late to class, or time dismissed early counts toward an absence. If an apprentice makes a habit of coming late or leaving early once, he or she reaches two and a half hours it is an absence. Penalties are assessed for absences after the first. The absence penalties are as follows:

- First absence – no penalty
- Second absence – 3% of total semester points
- Third absence – 5% of total semester points
- Fourth absence – dismissal from semester

Students attending virtually must ensure they have a reliable internet service for class meeting times. Missing class due to internet issues will still result in an absence. The attendance policy will be followed for virtual classes as it is for in-person.

OJT Logs

Apprentices are required to maintain documentation of their work experience. At the end of each month the apprentices will provide instructors with a copy of their On-the-Job Training (OJT) log. This document should be signed by the apprentice and their site supervisor/mentor. The instructor is to maintain a copy of each OJT submitted in the apprentice file. Apprentices are also required to keep a copy of these for their portfolios. At the end of each semester instructors are to total the OJT hours and note the total on the grade sheet and transcript.

Homework

Apprentices will submit weekly homework assignments, as described in the curriculum. It is the responsibility of the instructor to read, grade, and return these assignments fairly and promptly. Ideally, assignments should be returned to apprentices the following week after submission, but no later than two weeks from submission. Instructors will follow the statewide grading policy that is included with the curriculum. 80% is required to successfully complete a semester. Points will be deducted for late assignments and all assignments must be submitted for successful completion of the semester. Students are required to submit original work, and the use of Artificial Intelligence (AI) is not permitted. If an instructor suspects that an apprentice used AI to create an assignment, they can require the student to do the assignment again. Instructors do not have to prove the student has used AI, only reasonably suspect based upon the student's typical style of writing and level of knowledge

displayed in class discussions, activities, quiz reviews, and previous assignments.

If the instructor observes that a student seems to have difficulty with assignments the instructor may initiate a conversation with the apprentice to discuss if the apprentice needs help in developing study habits or has a special learning need. If the apprentice has a special learning need the instructor should discreetly make any necessary and reasonable modification to assist the student. An example would be reading a quiz to a student or reviewing assignments privately during consultation time.

Quizzes/Final

In each semester, apprentices will have two quizzes and a final comprehensive quiz. The quizzes are prewritten, and each quiz has a version A and a version B. Fall classes should take version A of the quizzes and spring classes should take version B. Apprentices making up a quiz should take the opposite version that was given to the rest of the class. For example, a fall semester student that is taking a make-up quiz will take version B. Quizzes may be returned to apprentices for review. However, apprentices are to return the quiz to the instructor immediately after review. Apprentices are not permitted to make copies or take pictures of their quizzes. The instructor is to place the quizzes in the apprentice file.

For virtual classes, the quizzes will be completed online. Instructors will receive a quiz grade report. Students will be given their grade upon completing the quiz. Instructors can go over the quiz with students but should not give them a copy of the grade report.

Apprentice Portfolio

Portfolios are to be kept by apprentices beginning in the first semester. Students participating in-person will have physical portfolio binder and students attending virtually will create a portfolio using OneNote. The portfolio is cumulative and will be built upon each semester. Portfolios are to be reviewed by the instructor each semester. Instructors should share a sample portfolio with apprentices and guide them in following the portfolio requirements. The portfolios are organized by semesters, type of work samples, and should be neat and professional in appearance. A power point on how to organize portfolios in a binder and on OneNote is available on the ACDS website, www.wvacds.org. Portfolios must be accurate and signed off on by the instructor before the apprentice can receive his or her semester completion seal. Apprentices with incomplete portfolios may not enter the next semester until the portfolio is complete.

Site Visits

Instructors of third semester classes are required to complete apprentice site visits. Site visits involve visiting each apprentice in their work environment for approximately one hour. Before committing to teaching third semester, instructors should keep the site visit requirement in mind. Instructors teaching third semester virtually are expected to do site visits for any students in their region. For the others, the ACDS Project Manager will contact other instructors that have volunteered to complete site visits for virtual students. It is the responsibility of the third semester instructor to follow up with the virtual students regarding the completion of the site visit. The instructor should report to the ACDS Project Manager any student that did not have a completed site visit during third semester. On the ACDS website, www.wvacds.org, there is a sample site visit letter. This template may be used by instructors to share with their apprentices when preparing to do site visits. There is a specific site visit document that is completed upon completion of the site visit. The document should be reviewed with the apprentice and signed. A copy of the completed document is given to the apprentice for his or her portfolio and the original is placed in the apprentice file. Instructors should try to make the apprentice comfortable before and during the visit. Apprentices need to inform their site supervisor/mentor of when the instructor is scheduled to visit. During the visit, it is recommended that the instructor introduce himself or herself to the supervisor/mentor and discuss the intention of the site visit.

Apprentice Files

Instructors will keep files for each apprentice during the semester they have them. In this file instructors will maintain apprentice documentation. This documentation will be held until the spring of each year. At the end of each spring semester, instructors will secure student files in a file box and take them to the designated child care

resource and referral or WVU extension office along with their laptop and any other borrowed ACDS resources. The files will be picked up by ACDS office staff, scanned, and shredded. The following documentation should be in the apprentice file:

- Quizzes
- Copies of registrations
- Copies of grade sheets
- Copies of On-the-Job Training Logs (OJT's)
- Copy of Site Visit
- Copy of supervisor's evaluations
- Any pertinent correspondence between instructor and apprentice

Cancellation Policy

Classes may be canceled due to weather, emergency, or instructor illness. The instructor should consider holding class virtually or arranging for a substitute before deciding to cancel class. If the instructor moves forward with canceling class, he or she will need to add a week to the schedule to make up for the missed class. Two classes CANNOT be held in the same week. If class must be altered either by canceling, moving to a virtual format, or requesting a substitute, it is the responsibility of the instructor to notify their direct supervisor **BEFORE** notifying students. If an instructor is not present at the scheduled start time, apprentices are informed to wait 20 minutes past the scheduled start time. After 20 minutes apprentices may leave, and the class will need to be rescheduled by the instructor. The instructor's direct supervisor must be informed by the instructor if this occurs.

Graduation

Each fourth semester class is required to have a graduation ceremony. The details of the ceremony are determined by the apprentices, with input and support from the instructor. The graduation can only take place after the final scheduled class and after all fourth semester requirements have been met. The graduation is separate from the 15th week of class. Apprentices must come to a consensus on all details of the graduation, including where, when, and time. Local Council representatives may apply for a mini grant up to \$150.00 to assist with graduation costs. Acceptable expenditures include food, space, decorations, cake, caps, gowns, and graduation pins. Graduation pins can be ordered at www.browninc.com. The ACDS pin is item #2431, and the color code is #09, which is a red stone. The wording that is to be on the pin is **Child Development Specialist**. Graduates will also receive completion certificates from the ACDS office. Instructors need to submit the names of graduating apprentices within 30 days before graduation to ensure sufficient time for creating and mailing these certificates.

Evaluations

There are several different types of evaluations throughout the semester. Some are to evaluate apprentice performance, and some are to evaluate instructor performance. The following are the different types of evaluations and a brief description:

- **Evaluation of Instructor by Apprentice** – At the end of each semester, no later than week 14, apprentices are assigned an evaluation (survey) on WV STARS. This survey is an evaluation of their instructor and class experience. This survey is anonymous. After the semester ends, the ACDS Project Manager or Assistant Project Manager will run a report to gather the student responses. A copy of this report will be emailed to each instructor for their review. Any noteworthy concerns will be addressed by the instructor's direct supervisor.
- **Evaluation of Instructor by ACDS**- The ACDS Project Manager or ACDS Assistant Project Manager reserves the right to visit any ACDS class either announced or unannounced at any time during the semester. These observations of instructors are completed each semester and are one way that ACDS audits the program for quality. When observing a class, the ACDS staff will evaluate instructors based upon the job description. Soon after the visit, the ACDS staff will complete the evaluation and provide feedback to the

instructor via email, mail, telephone, and/or a face-to-face meeting. The intention of the evaluation is to provide constructive feedback to the instructor and to assist in communication between ACDS and instructors.

Semester Completion Documentation

After the last night of class, instructors are responsible for completing final documentation and records for apprentices. Instructors will return resource boxes to their designated location. The following documentation is to be submitted to the ACDS office within one week of the last night of class each semester:

- Completion roster
- ACDS/DOL Attendance Sheets

ACDS Website and Social Media

The ACDS website (www.wvacds.org) is intended to be a resource for all ACDS participants and supporters. Instructors will find these policies and procedures, forms, checklists, and all other documents that they may need throughout the semester. ACDS also has a Facebook page (www.facebook.com/ApprenticeshipforChildDevelopmentSpecialist). Instructors are encouraged to follow ACDS and to share that page with apprentices. Only ACDS staff can post to the page, but instructors are encouraged to send photos, videos, articles, or other information that can be shared on the Facebook page or website.

Contracted Instructors

RVCDS and WVU Extension Service have a written memo of understanding for WVU staff to be ACDS instructors. These contracted instructors will meet the professional expectations and requirements as other instructors. There are additional documents that contracted instructors must submit. Those requirements are outlined below.

- Beginning of the semester – Syllabus, service agreement, signed job description, and copy of WV STARS Trainer Credential
- End of the semester – Completion roster, attendance sheets, and invoice