

Facility Staff Qualifications Grid

Instructions: Complete Column A with the names of all onsite leadership/management and teaching staff, as defined in the Keystone STARS Performance Standards Glossary of Terms. Include the staff person’s PD Registry ID Number in Column B. For column C, use the key at the bottom of the chart to indicate the staff’s position title. In Column E, indicate if the staff person is considered to be part of the onsite leadership team. Columns F through J can be completed for each individual using the PD Registry reports, *Staff Report* and *Staff Detailed List Report*.

	(A) Employee Name	(B) PD Registry ID#	(C) Position Title*	(D) Date of Hire	(E) Member of Onsite Leadership Team Yes or No	(F) Career Pathway Level Assigned (Indicate “applied for” if they are awaiting CP Level)	(G) Current Education Level Enrolled In (E) or Attained (A) Date			(H) Annual PD Self-Assessment Last Update SQ.2.3	(I) Annual Prof Development Plan Last Update SQ.2.3	(J) Orientation Within 90 days of Hire SQ.2.1	
							CDA / CCP	AA Indicate “ECE” or “Other”	BA/BS Indicate “ECE” or “Other”			STARS 101 Completion Date	STARS 102 Completion Date
	<i>Example: Jane Doe</i>	1122233	<i>T</i>	<i>1/1/2020</i>	Yes	<i>Rising A</i>		A (ECE)		1/1/2019	1/2/2019	2/1/14	3/1/14
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5													
6													
7													
8													
9													

* **Position Titles:** **D** = Director, **O**=FCC or GCC Owner Operator; **GS**= Group Supervisor/Lead Teacher, **AS**= Assistant Group Supervisor/Teacher/ Assistant Teacher, **A**=Aide

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20													
21													
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