

Iowa Early Care and Education Program Administrator Roles Career Pathway

Program Administrator ² Tiers	Orientation ¹	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Education Details	Categories: 1. Health, Safety, and Nutrition 2. Child Development 3. Licensing Rules and Regulations 4. Ethics and Diversity 5. Educational Programming 6. Families and Communities 7. Program Management 8. Professionalism and Leadership	Child Development Associate⁸ (CDA) through credit hours - Introduction to Early Childhood Education - Early Childhood Guidance - Health, Safety, and Nutrition - Early Childhood Curriculum OR - Infant/Toddler Care Education OR Child Development Associate⁸ (CDA) through 120 training hours ² CDA Content Areas: 1. Planning a safe and healthy learning environment 2. Advancing children's physical and intellectual development 3. Supporting children's social and emotional development 4. Building productive relationships with families 5. Managing an effective program operation 6. Maintaining a commitment to professionalism 7. Observing and recording children's behavior 8. Understanding principle of child development and learning PLUS 10 training hours in leadership, administration, or management	9 Early Childhood Education semester credit hours PLUS 1 course in Early Childhood Program Administration ⁷ (3 semester credit hours) OR 3 Early Childhood Leadership, Administration, or Management semester credit hours	12 Early Childhood Education semester credit hours PLUS Aim4Excellence Director Credential OR Certificate in Early Childhood Administration ⁶	ECE Community College Diploma PLUS 9 Early Childhood Leadership, Administration, or Management semester credit hours OR 45 education semester credit hours with a minimum of 12 Early Childhood Education semester credit hours AND 9 Early Childhood Leadership, Administration, or Management semester credit hours	Associate Degree in Early Childhood Education OR Associate Degree with a minimum of 24 Early Childhood Education semester credit hours OR 60 education semester credit hours with a minimum of 24 Early Childhood Education semester credit hours AND 9 Early Childhood Leadership, Administration, or Management semester credit hours	Bachelor's Degree in Early Childhood Education OR BOEE Licensure with Early Childhood Education Endorsement(s): 100, 103, 106, or 262 OR Bachelor's Degree with a minimum of 24 Early Childhood Education semester credit hours OR Master's Degree with a minimum of 24 Early Childhood Education semester credit hours one of the above PLUS 9 Early Childhood Leadership, Administration, or Management semester credit hours	Master's Degree in Early Childhood Education OR Master's Degree in Early Childhood Administration OR meets requirements for Statewide Voluntary Preschool Program Administrator PLUS 9 Early Childhood Leadership, Administration, or Management semester credit hours

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Competency Levels ³				LEVEL 1 Program Administrator Progressing	LEVEL 2 Program Administrator Skilled	LEVEL 2 Program Administrator Skilled	LEVEL 3 Program Administrator Mastery	LEVEL 3 Program Administrator Mastery
Recommended Experience		Two years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator	Three years of experience working in an early childhood setting as an administrator
WAGE\$® Levels ⁴				LEVEL 3	LEVEL 5	LEVELS 6 and 7	LEVELS 8, 9, and 10	LEVELS 9 and 10
Quality Rating Improvement System (QRIS) Level		QRIS Level 4	QRIS Level 5	QRIS Level 5	QRIS Level 5	QRIS Level 5	QRIS Level 5	QRIS Level 5

1. Anyone working in centers or preschools licensed by the Iowa Department of Human Services (DHS) or in a registered Child Development Home must have pre-service training before beginning work. Pre-service training is required by all new employees unless prior training is verified.
2. The Program Administrator is the person responsible for day-to-day program operation; ensuring the health and safety of the children; and planning, implementation, and evaluation of a child care, preschool, pre-kindergarten, or kindergarten program. The role of the Program Administrator includes leadership and management behaviors.
3. As defined with the [Program Administrator Competencies](#)
4. Child Care WAGE\$® Iowa is a salary supplement program operated through Iowa AEYC and is a licensed program of Child Care Services Association. For more information, contact info@iowaaeyc.org
5. See Table 3, [Alternative Pathways to Achieve Qualifications as a Program Administrator](#)
6. Contact info@iowaaeyc.org for additional information about community colleges that offer the Certificate in Early Childhood Administration
7. Contact info@iowaaeyc.org for additional information about community colleges that offer the Early Childhood Program Administration course
8. Contact info@iowaaeyc.org or [Council for Professional Recognition](#)