

Role Determination Chart

Role	Is the person a paid employee ?	Can they be counted in ratio ?	Can they be alone with children?	What is their responsibility with children?
Lead Teacher	Yes	Yes	Yes	<ul style="list-style-type: none"> • Implement the early learning program
Assistant Teacher	Yes	Yes	Yes, with supervision	<ul style="list-style-type: none"> • Help a lead teacher or family home licensee • Can serve as a lead teacher for up to two weeks.
Aide	Yes	Yes	No, requires continuous oversight	<ul style="list-style-type: none"> • Provide support • If working 19 hours or less per month does not need to complete in-service requirements.
Other Personnel	Yes	No	No	<ul style="list-style-type: none"> • Does not directly care for children
Volunteer - Ongoing	No	Yes, with additional requirements	No	<ul style="list-style-type: none"> • Help early learning programs • To count in ratio, must complete additional requirements and may not be left alone with children.
Volunteer - Occasional	No	No	No	<ul style="list-style-type: none"> • Help early learning programs • May include special guests