

Role Determination Chart

School-Age Programs

Your job titles do not need to match WAC roles. Consider what a person does and select the role in the WAC that best fits their responsibilities.

You do not need to change the title you use at your program, but you do need to have accurate staff records in [MERIT](#). The role indicated in [MERIT](#) will determine the staff qualifications and training for that person. Here is a summary that may be useful when making a role determination for your staff:

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 school-age program
Assistant Teacher	Yes	Yes	Yes, with supervision	<ul style="list-style-type: none"> Help a lead teacher 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 to lead and assistant teachers
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 school-age 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 school-age programs May include special guests

