

2013 EARLY CHILDHOOD EDUCATION

ACADEMIC		
AA		SPEAKING AND LISTENING
AA	1	Utilize effective verbal and non-verbal communication skills
AA	2	Participate in conversation, discussion, and group presentations
AA	3	Communicate and follow directions/procedures
AA	4	Communicate effectively with customers and co-workers
AB		READING AND WRITING
AB	1	Locate and interpret written information
AB	2	Read and interpret workplace documents
AB	3	Identify relevant details, facts, and specifications
AB	4	Record information accurately and completely
AB	5	Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation
AB	6	Demonstrate the ability to write clearly and concisely using industry specific terminology
AC		CRITICAL THINKING AND PROBLEM SOLVING
AC	1	Utilize critical-thinking skills to determine best options/outcomes (e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning)
AC	2	Utilize innovation and problem-solving skills to arrive at the best solution for current situation
AC	3	Implement effective decision-making skills
AD		MATHEMATICS
AD	1	Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)
AD	2	Solve problems using measurement skills (e.g., distance, weight, area, volume)
AD	3	Make reasonable estimates
AD	4	Use tables, graphs, diagrams, and charts to obtain or convey information
AD	5	Use deductive reasoning and problem-solving in mathematics
AE		FINANCIAL LITERACY
AE	1	Locate, evaluate, and apply personal financial information
AE	2	Identify the components of a budget and how one is created
AE	3	Set personal financial goals and develop a plan for achieving them
AE	4	Use financial services effectively
AE	5	Demonstrate ability to meet financial obligations
AF		INTERNET USE AND SECURITY
AF	1	Recognize the potential risks associated with Internet use
AF	2	Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)
AF	3	Practice safe, legal, and responsible use of technology in the workplace
AG		INFORMATION TECHNOLOGY
AG	1	Use technology appropriately to enhance professional presentations
AG	2	Demonstrate effective and appropriate use of social media
AG	3	Identify ways social media can be used as marketing, advertising, and data gathering tools
AH		TELECOMMUNICATIONS
AH	1	Select and use appropriate devices, services, and applications to complete workplace tasks
AH	2	Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)
EMPLOYABILITY		
EA		POSITIVE WORK ETHIC

EA	1	Demonstrate enthusiasm and confidence about work and learning new tasks
EA	2	Demonstrate consistent and punctual attendance
EA	3	Demonstrate initiative in assuming tasks
EA	4	Exhibit dependability in the workplace
EA	5	Take and provide direction in the workplace
EA	6	Accept responsibility for personal decisions and actions
EB		INTEGRITY
EB	1	Abide by workplace policies and procedures
EB	2	Demonstrate honesty and reliability
EB	3	Demonstrate ethical characteristics and behaviors
EB	4	Maintain confidentiality and integrity of sensitive company information
EB	5	Demonstrate loyalty to the company
EC		SELF-REPRESENTATION
EC	1	Demonstrate appropriate dress and hygiene in the workplace
EC	2	Use language and manners suitable for the workplace
EC	3	Demonstrate polite and respectful behavior toward others
EC	4	Demonstrate personal accountability in the workplace
EC	5	Demonstrate pride in work
ED		TIME, TASK, AND RESOURCE MANAGEMENT
ED	1	Plan and follow a work schedule
ED	2	Work with minimal supervision
ED	3	Work within budgetary constraints
ED	4	Demonstrate ability to stay on task to produce high quality deliverables on time
EE		DIVERSITY AWARENESS
EE	1	Recognize diversity, discrimination, harassment, and equity
EE	2	Work well with all customers and co-workers
EE	3	Explain the benefits of diversity within the workplace
EE	4	Explain the importance of respect for feelings, values, and beliefs of others
EE	5	Identify strategies to bridge cultural/generational differences and use differing perspectives to increase overall quality of work
EE	6	Illustrate techniques for eliminating gender bias and stereotyping in the workplace
EE	7	Identify ways tasks can be structured to accommodate the diverse needs of workers
EE	8	Recognize the challenges and advantages of a global workforce
EF		TEAMWORK
EF	1	Recognize the characteristics of a team environment and conventional workplace
EF	2	Contribute to the success of the team
EF	3	Demonstrate effective team skills and evaluate their importance in the workplace (e.g., setting goals, listening, following directions, questioning, dividing work)
EG		CREATIVITY AND RESOURCEFULNESS
EG	1	Contribute new ideas
EG	2	Stimulate ideas by posing questions
EG	3	Value varying ideas and opinions
EG	4	Locate and verify information
EH		CONFLICT RESOLUTION
EH	1	Identify conflict resolution skills to enhance productivity and improve workplace relationships
EH	2	Implement conflict resolution strategies and problem-solving skills
EH	3	Explain the use of documentation and it's role as a component of conflict resolution

EI		CUSTOMER/CLIENT SERVICE
EI	1	Recognize the importance of and demonstrate how to properly acknowledge customers/clients
EI	2	Identify and address needs of customers/clients
EI	3	Provide helpful, courteous, and knowledgeable service
EI	4	Identify appropriate channels of communication with customers/clients (e.g., phone call, face-to-face, e-mail, website)
EI	5	Identify techniques to seek and use customer/client feedback to improve company services
EI	6	Recognize the relationship between customer/client satisfaction and company success
EJ		ORGANIZATIONS, SYSTEMS, AND CLIMATES
EJ	1	Define profit and evaluate the cost of conducting business
EJ	2	Identify "big picture" issues in conducting business
EJ	3	Identify role in fulfilling the mission of the workplace
EJ	4	Identify the rights of workers (e.g., adult and child labor laws and other equal employment opportunity laws)
EJ	5	Recognize the chain of command, organizational flow chart system, and hierarchy of management within an organization
EK		JOB ACQUISITION AND ADVANCEMENT
EK	1	Recognize the importance of maintaining a job and pursuing a career
EK	2	Define jobs associated with a specific career path or profession
EK	3	Identify and seek various job opportunities (e.g., volunteerism, internships, co-op, part-time/full-time employment)
EK	4	Prepare a resume, letter of application, and job application
EK	5	Prepare for a job interview (e.g., research company, highlight personal strengths, prepare questions, set-up a mock interview, dress appropriately)
EK	6	Participate in a job interview
EK	7	Explain the proper procedure for leaving a job
EL		LIFELONG LEARNING
EL	1	Acquire current and emerging industry-related information
EL	2	Demonstrate commitment to learning as a life-long process and recognize learning opportunities
EL	3	Seek and capitalize on self-improvement opportunities
EL	4	Discuss the importance of flexible career planning and career self-management
EL	5	Employ leadership skills to achieve workplace objectives (e.g., personal vision, adaptability, change, shared vision)
EL	6	Recognize the importance of job performance evaluation and coaching as it relates to career advancement
EL	7	Accept and provide constructive criticism
EL	8	Describe the impact of the global economy on jobs and careers
EM		JOB SPECIFIC TECHNOLOGIES
EM	1	Identify the value of new technologies and their impact on driving continuous change and the need for life-long learning
EM	2	Research and identify emerging technologies for specific careers
EM	3	Select appropriate technological resources to accomplish work
EN		HEALTH AND SAFETY
EN	1	Assume responsibility for safety of self and others
EN	2	Follow safety guidelines in the workplace
EN	3	Manage personal health and wellness
OCCUPATIONAL		
OA		CAREER PATHS WITHIN EARLY CHILDHOOD EDUCATION AND SERVICES
OA	1	Determine the roles and functions of individuals engaged in early childhood education and services

OA	2	Explore opportunities for employment and entrepreneurial endeavors
OA	3	Examine education/training requirements and opportunities for career paths in early childhood education and services
OA	4	Examine the impact of early childhood education and service occupations on local, state, national, and global economies
OB		BUSINESS PLANNING AND OPERATIONAL FUNCTIONS
OB	1	Maintain receipts and disbursement records
OB	2	Maintain inventory records
OB	3	Explain the effect of quality on profit
OB	4	Identify the effects of continuous quality improvement
OC		DEVELOPMENTALLY APPROPRIATE PRACTICES FOR EARLY CHILDHOOD EDUCATION AND SERVICES
OC	1	Examine child development theories and their implications for educational and childcare practices
OC	2	Determine a variety of assessment methods to observe and interpret children's growth and development
OC	3	Consider cultural and environmental influences with assessing children's development
OC	4	Determine special needs of children
OC	5	Put into effect strategies that promote children's growth and development
OD		INTEGRATION OF CURRICULUM AND INSTRUCTION TO MEET CHILDREN'S DEVELOPMENTAL NEEDS AND INTERESTS
OD	1	Examine a variety of curriculum and instructional models
OD	2	Implement learning activities in all curriculum areas that meet the developmental needs of children
OD	3	Implement an integrated curriculum that incorporates a child's language, learning styles, home experiences, and cultural values
OD	4	Demonstrate a variety of teaching methods to meet individual needs of children
OD	5	Arrange learning centers that provide for children's exploration, discovery, and development
OD	6	Establish activities, routines, and transitions
OE		SAFE AND HEALTHY LEARNING ENVIRONMENT FOR CHILDREN
OE	1	Manage physical space to maintain a safe and healthy learning environment
OE	2	Apply safe and healthy practices that comply with state regulations
OE	3	Implement strategies to teach children health, safety, and sanitation habits
OE	4	Provide safe and healthy meals and snacks
OE	5	Document symptoms of child abuse and neglect and use appropriate reporting procedures to the designated authorities
OE	6	Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases
OE	7	Demonstrate security and emergency procedures
OE	8	Analyze and evaluate environmental issues
OF		TECHNIQUES FOR POSITIVE COLLABORATIVE RELATIONSHIPS WITH CHILDREN
OF	1	Establish developmentally appropriate guidelines for behavior
OF	2	Demonstrate problem-solving skills with children
OF	3	Demonstrate interpersonal skills that promote positive and productive relationships with children
OF	4	Implement strategies for constructive and supportive interactions between children and families
OF	5	Present information to parents regarding developmental issues and concerns related to children
OG		PROFESSIONAL PRACTICES AND STANDARDS RELATED TO WORKING WITH CHILDREN
OG	1	Utilize opportunities for continuous training and education
OG	2	Apply professional and ethical standards as accepted by the recognized professional organizations
OG	3	Implement federal, state, and local standards, policies, regulations, and laws which impact children, families, and programs
OG	4	Demonstrate enthusiasm, initiative, and commitment to program goals and improvements

OG	5	Apply business management skills to planning businesses in early childhood education and services
OH		PRINCIPLES OF HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN
OH	1	Examine physical, emotional, social, and intellectual development
OH	2	Examine interrelationships among physical, emotional, social, and intellectual aspects of human growth and development
OI		CONDITIONS THAT INFLUENCE HUMAN GROWTH AND DEVELOPMENT
OI	1	Investigate the impact of heredity and environment on human growth and development
OI	2	Determine the impact of social, economic, and technological forces on individual growth and development
OI	3	Examine the effects of gender, ethnicity, and culture on individual development
OI	4	Examine the effects of life events on individuals' physical and emotional development
OJ		STRATEGIES THAT PROMOTE GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN
OJ	1	Examine the role of nurturance on human growth and development
OJ	2	Examine the role of communication on human growth and development
OJ	3	Examine the role of support systems in meeting human growth and development needs
OK		ROLES AND RESPONSIBILITIES OF PARENTING
OK	1	Examine parenting roles across the life span
OK	2	Examine expectations and responsibilities of parenting
OK	3	Determine consequences of parenting practices to the individual, family, and society
OK	4	Determine societal conditions that impact parenting across the life span
OK	5	Explain cultural differences in roles and responsibilities of parenting
OL		PARENTING PRACTICES THAT MAXIMIZE HUMAN GROWTH AND DEVELOPMENT
OL	1	Choose nurturing practices that support human growth and development
OL	2	Select communication strategies that promote positive self-esteem in family members
OL	3	Assess common practices and emerging research about discipline on human growth and development
OL	4	Assess the impact of abuse and neglect on children and families and determine methods for prevention
OL	5	Determine criteria for selecting care and services for children
OM		EXTERNAL SUPPORT SYSTEMS THAT PROVIDE SERVICES FOR PARENTS
OM	1	Assess community resources and services available to families
OM	2	Appraise community resources that provide opportunities related to parenting
OM	3	Review current laws and policies related to parenting
ON		PHYSICAL AND EMOTIONAL FACTORS RELATE TO BEGINNING THE PARENTING PROCESS
ON	1	Examine biological processes related to prenatal development, birth, and health of child and mother
ON	2	Consider the emotional factors of prenatal development and birth in relation to the health of the parents and child
ON	3	Examine implications of alternatives to biological parenthood
ON	4	Determine legal and ethical impacts of technology