

# Early Childhood Education

## ACADEMIC SKILLS

### AA SPEAKING AND LISTENING

AA1 Utilize effective verbal and non-verbal communication skills

AA2 Participate in conversation, discussion, and group presentations

AA3 Communicate and follow directions/procedures

AA4 Communicate effectively with customers and co-workers

### AB READING AND WRITING

AB1 Locate and interpret written information

AB2 Read and interpret workplace documents

AB3 Identify relevant details, facts, and specifications

AB4 Record information accurately and completely

AB5 Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation

AB6 Demonstrate the ability to write clearly and concisely using industry specific terminology

### AC CRITICAL THINKING AND PROBLEM SOLVING

AC1 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)

AC2 Utilize innovation and problem-solving skills to arrive at the best solution for current situation

AC3 Implement effective decision-making skills

### AD MATHEMATICS

AD1 Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)

AD2 Solve problems using measurement skills (e.g., distance, weight, area, volume)

AD3 Make reasonable estimates

AD4 Use tables, graphs, diagrams, and charts to obtain or convey information

AD5 Use deductive reasoning and problem-solving in mathematics

## **AE FINANCIAL LITERACY**

AE1 Locate, evaluate, and apply personal financial information

AE2 Identify the components of a budget and how one is created

AE3 Set personal financial goals and develop a plan for achieving them

AE4 Use financial services effectively

AE5 Demonstrate ability to meet financial obligations

## **AF INTERNET USE AND SECURITY**

AF1 Recognize the potential risks associated with Internet use

AF2 Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)

AF3 Practice safe, legal, and responsible use of technology in the workplace

## **AG INFORMATION TECHNOLOGY**

AG1 Use technology appropriately to enhance professional presentations

AG2 Demonstrate effective and appropriate use of social media

AG3 Identify ways social media can be used as marketing, advertising, and data gathering tools

## **AH TELECOMMUNICATIONS**

AH1 Select and use appropriate devices, services, and applications to complete workplace tasks

AH2 Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)

# EMPLOYABILITY SKILLS

## EA POSITIVE WORK ETHIC

EA1 Demonstrate enthusiasm and confidence about work and learning new tasks

EA2 Demonstrate consistent and punctual attendance

EA3 Demonstrate initiative in assuming tasks

EA4 Exhibit dependability in the workplace

EA5 Take and provide direction in the workplace

EA6 Accept responsibility for personal decisions and actions

## EB INTEGRITY

EB1 Abide by workplace policies and procedures

EB2 Demonstrate honesty and reliability

EB3 Demonstrate ethical characteristics and behaviors

EB4 Maintain confidentiality and integrity of sensitive company information

EB5 Demonstrate loyalty to the company

## EC SELF-REPRESENTATION

EC1 Demonstrate appropriate dress and hygiene in the workplace

EC2 Use language and manners suitable for the workplace

EC3 Demonstrate polite and respectful behavior toward others

EC4 Demonstrate personal accountability in the workplace

EC5 Demonstrate pride in work

## ED TIME, TASK, AND RESOURCE MANAGEMENT

ED1 Plan and follow a work schedule

ED2 Work with minimal supervision

ED3 Work within budgetary constraints

ED4 Demonstrate ability to stay on task to produce high quality deliverables on time

## **EE DIVERSITY AWARENESS**

EE1 Recognize diversity, discrimination, harassment, and equity

EE2 Work well with all customers and co-worker

EE3 Explain the benefits of diversity within the workplace

EE4 Explain the importance of respect for feelings, values, and beliefs of others

EE5 Identify strategies to bridge cultural/generational differences and use differing perspectives to increase overall quality of work

EE6 Illustrate techniques for eliminating gender bias and stereotyping in the workplace

EE7 Identify ways tasks can be structured to accommodate the diverse needs of workers

EE8 Recognize the challenges and advantages of a global workforce

## **EF TEAMWORK**

EF1 Recognize the characteristics of a team environment and conventional workplace

EF2 Contribute to the success of the team

EF3 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**

EG1 Contribute new ideas

EG2 Stimulate ideas by posing questions

EG3 Value varying ideas and opinions

EG4 Locate and verify information

## **EH CONFLICT RESOLUTION**

EH1 Identify conflict resolution skills to enhance productivity and improve workplace relationships

EH2 Implement conflict resolution strategies and problem-solving skills

EH3 Explain the use of documentation and its role as a component of conflict resolution

## **EI CUSTOMER/CLIENT SERVICE**

EI1 Recognize the importance of and demonstrate how to properly acknowledge customers/clients

EI2 Identify and address needs of customers/clients

EI3 Provide helpful, courteous, and knowledgeable service

EI4 Identify appropriate channels of communication with customers/clients (e.g., phone call, face-to-face, e-mail, website)

EI5 Identify techniques to seek and use customer/client feedback to improve company services

EI6 Recognize the relationship between customer/client satisfaction and company success

## **EJ ORGANIZATIONS, SYSTEMS, AND CLIMATES**

EJ1 Define profit and evaluate the cost of conducting business

EJ2 Identify "big picture" issues in conducting business

EJ3 Identify role in fulfilling the mission of the workplace

EJ4 Identify the rights of workers (e.g., adult and child labor laws and other equal employment opportunity laws)

EJ5 Recognize the chain of command, organizational flow chart system, and hierarchy of management within an organization

## **EK JOB ACQUISITION AND ADVANCEMENT**

EK1 Recognize the importance of maintaining a job and pursuing a career

EK2 Define jobs associated with a specific career path or profession

EK3 Identify and seek various job opportunities (e.g., volunteerism, internships, co-op, part-time/full-time employment)

EK4 Prepare a resume, letter of application, and job application

EK5 Prepare for a job interview (e.g., research company, highlight personal strengths, prepare questions, set-up a mock interview, dress appropriately)

EK6 Participate in a job interview

EK7 Explain the proper procedure for leaving a job

## **EL LIFELONG LEARNING**

EL1 Acquire current and emerging industry-related information

EL2 Demonstrate commitment to learning as a life-long process and recognize learning opportunities

EL3 Seek and capitalize on self-improvement opportunities

EL4 Discuss the importance of flexible career planning and career self-management

EL5 Employ leadership skills to achieve workplace objectives (e.g., personal vision, adaptability, change, shared vision)

EL6 Recognize the importance of job performance evaluation and coaching as it relates to career advancement

EL7 Accept and provide constructive criticism

EL8 Describe the impact of the global economy on jobs and careers

## **EM JOB SPECIFIC TECHNOLOGIES**

EM1 Identify the value of new technologies and their impact on driving continuous change and the need for life-long learning

EM2 Research and identify emerging technologies for specific careers

EM3 Select appropriate technological resources to accomplish work

## **EN HEALTH AND SAFETY**

EN1 Assume responsibility for safety of self and others

EN2 Follow safety guidelines in the workplace

EN3 Manage personal health and wellness

# OCCUPATIONAL SKILLS

## OA CAREER PATHS WITHIN EARLY CHILDHOOD EDUCATION AND SERVICES

OA1 Determine the roles and functions of individuals engaged in early childhood education and services

OA2 Explore opportunities for employment and entrepreneurial endeavors

OA3 Examine education/training requirements and opportunities for career paths in early childhood education and services

OA4 Examine the impact of early childhood education and service occupations on local, state, national and global economies

## OB BUSINESS PLANNING AND OPERATIONAL FUNCTIONS

OB1 Maintain receipts and disbursement records

OB2 Maintain inventory records

OB3 Explain the effect of quality on profit

OB4 Identify the effects of continuous quality improvement

OB5 Apply business management skills to planning businesses in early childhood education and services

## OC DEVELOPMENTALLY APPROPRIATE PRACTICES FOR EARLY CHILDHOOD EDUCATION AND SERVICES

OC1 Examine child development theories and their implications for educational and childcare practices

OC2 Determine a variety of assessment methods to observe and interpret children's growth and development

OC3 Consider cultural and environmental influences with assessing children's development

OC4 Determine individualized needs of children

OC5 Implement strategies that promote children's growth and development

## OD INTEGRATION OF CURRICULUM AND INSTRUCTION TO MEET CHILDREN'S DEVELOPMENTAL NEEDS AND INTERESTS

OD1 Examine a variety of curriculum and instructional models

OD2 Implement learning activities in all curriculum areas that meet the developmental needs of children

OD3 Implement an integrated curriculum that incorporates a child's language, learning styles, home experiences and cultural values

OD4 Demonstrate a variety of teaching methods to meet individual and group needs of children

OD5 Arrange learning centers that provide for children's exploration, discovery and development

OD6 Establish activities, routines and transitions

## **OE SAFE AND HEALTHY LEARNING ENVIRONMENT FOR CHILDREN**

OE1 Manage physical space to maintain a safe and healthy learning environment

OE2 Apply safe and healthy practices that comply with state regulations

OE3 Implement strategies to teach children health, safety and sanitation habits

OE4 Provide safe and healthy meals and snacks

OE5 Document symptoms of child abuse and neglect and use appropriate reporting procedures to the designated authorities

OE6 Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases

OE7 Demonstrate the ability to understand and carry out security and emergency procedures (e.g., lockdown, evacuation, severe weather, monthly drills)

OE8 Analyze and evaluate environmental issues (e.g., playground checks, toy checks, boil water advisory, air quality advisory, etc.)

## **OF TECHNIQUES FOR POSITIVE COLLABORATIVE RELATIONSHIPS WITH CHILDREN AND FAMILIES**

OF1 Establish developmentally appropriate guidelines for behavior

OF2 Demonstrate problem-solving skills with children

OF3 Demonstrate interpersonal skills that promote positive and productive relationships with children

OF4 Implement strategies for constructive and supportive interactions between children and families

OF5 Present information to parents regarding developmental issues and concerns related to children

OF6 Analyze the effects of family (diverse perspectives, needs and characteristics, family systems theory, family structures) as a system on individuals and society

## **OG PROFESSIONAL PRACTICES AND STANDARDS RELATED TO WORKING WITH CHILDREN AND FAMILIES**

OG1 Utilize opportunities for continuous training and education (e.g., ECE-TRIS)

OG2 Apply professional and ethical standards as accepted by the recognized professional organizations



OG3 Implement federal, state and local standards, policies, regulations and laws which impact children, families and programs

OG4 Demonstrate enthusiasm, initiative and commitment to program goals and improvements

OG5 Create a professional development plan (e.g., attend training, shadowing/collaborating, join professional organizations, educational reading, improvement goals, reflection)

## **OH PRINCIPLES OF HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN**

OH1 Identify basic principles of development

OH2 Examine physical, emotional, social and intellectual development

OH3 Examine interrelationships among physical, emotional, social and intellectual aspects of human growth and development

OH4 Understand the importance of brain development of children between the ages of 0 - 8

## **OI CONDITIONS THAT INFLUENCE HUMAN GROWTH AND DEVELOPMENT**

OI1 Examine the impact of heredity and environment on human growth and development

OI2 Examine the impact of social, economic and technological forces on individual growth and development

OI3 Examine the effects of gender, ethnicity and culture on individual development

OI4 Examine the effects of life events on individuals' physical and emotional development

## **OJ STRATEGIES THAT PROMOTE GROWTH AND DEVELOPMENT**

OJ1 Examine the role of nurturance on human growth and development

OJ2 Examine the role of communication on human growth and development

OJ3 Examine the role of support systems in meeting human growth and development needs

## **OK ROLES AND RESPONSIBILITIES OF PARENTING**

OK1 Examine parenting roles, responsibilities and expectations across the life span

OK2 Understand consequences of parenting styles to the individual, family and society

OK3 Examine societal conditions (e.g., current events, economic conditions, mobility) that impact parenting across the life span

OK4 Explore cultural differences in roles and responsibilities of parenting

## **OL PARENTING PRACTICES THAT MAXIMIZE HUMAN GROWTH AND DEVELOPMENT**

OL1 Identify nurturing practices that support human growth and development

OL2 Identify communication strategies that promote positive health and well-being (e.g., mental health, nutritional needs) in family members

OL3 Evaluate practices and research about guidance on human growth and development

OL4 Understand the impact of abuse and neglect on children and families and determine methods for prevention

OL5 Identify indicators of quality early childhood education programs

## **OM EXTERNAL SUPPORT SYSTEMS THAT PROVIDE SERVICES FOR PARENTS**

OM1 Identify and share community resources and services available to families

OM2 Understand current laws and policies (e.g., parental rights, foster care, guardianship, caregiver rights, co-parenting, ESL, homeless families) related to parenting

## **ON PHYSICAL AND EMOTIONAL FACTORS RELATE TO BEGINNING THE PARENTING PROCESS**

ON1 Examine biological processes related to prenatal development, birth and postnatal health of child and mother

ON2 Consider the emotional factors (e.g., mental health, postpartum, relationships) of prenatal development, birth and postnatal health of parents and children

ON3 Examine alternatives to biological parenthood

ON4 Determine legal and ethical impacts of technology