

# Early Childhood Education Cluster

## Local Business Core Skill Standards

Upon completion of the secondary level of preparation students continuing on to post secondary education or entering early childhood education careers will be able to:

<b>Communication</b>	Speak clearly	Write legibly	Speak with confidence	Practice basic writing skills - i.e. grammar, spelling, punctuation	Demonstrate customer service skills	Practice listening skills	Practice positive phrasing	Practice non-verbal cues
	Interpret non-verbal cues	Complete daily or incident reports	Demonstrate effective use of current technology					
<b>Child Development</b>	Demonstrate knowledge of ages & stages of developmental milestones	Demonstrate knowledge of developmentally appropriate practices	Demonstrate appropriate interactions with children by age group	Practice positive guidance & discipline	Recognize cultural, socio-economic, ethnic, gender, religious, etc. differences	Demonstrate awareness of special needs	Use observation tools & techniques	
<b>Health &amp; Safety</b>	Use attendance & tracking sheets to ensure every child is attended to at all times	Demonstrate group awareness - i.e. locations of children at all times	Ensure children use equipment safely	Demonstrate proper hand washing procedures	Demonstrate proper diapering procedures	Follow nutrition guidelines	Practice universal precautions (OSHA)	Practice proper cleaning & disinfecting procedures
	Identify signs of illness	Identify signs of child abuse & neglect	Follow emergency procedures	Demonstrate knowledge of first aid	Maintain physical facility security procedure	Adhere to child release procedures	Report unsafe conditions immediately	
<b>Programming</b>	Identify goals & objectives	Demonstrate knowledge of various teaching methodologies	Identify accreditation requirements – i.e. NAEYC, IL Early Learning Standards, & others	Create an inviting & stimulating environment	Define the uses of a lesson plan	Write a basic lesson plan	Implement developmentally appropriate practice	Implement a basic lesson plan
	Individualize curriculum	Demonstrate flexibility with the curriculum	Utilize teachable moments	Practice various classroom management techniques	Lead a group	Use technology for effective curriculum mapping/planning		
<b>DCFS Policies &amp; Procedures</b>	Describe the importance of DCFS policies & regulations	Demonstrate knowledge of DCFS regulations	Identify DCFS teacher qualifications	Identify DCFS forms for employment	Describe responsibilities of mandated reporter	Maintain ratios	Demonstrate knowledge of equipment needs	
<b>General Care</b>	Maintain a clean & organized environment	Care for children's personal appearance	Recognize signs of emotional stress	Feed children	Change diapers	Display a caring & nurturing attitude	Work with parents	
<b>Professional Development</b>	Recognize the importance of the role of the child care worker	Display a positive attitude	Demonstrate enthusiasm & passion	Demonstrate use of basic math, science, & English applications	Develop a professional portfolio	Follow job description	Demonstrate professional work ethic – i.e. punctuality, attendance, accountability, etc.	Maintain confidentiality
	Demonstrate flexibility on the job	Maintain a neat, professional appearance	Identify community resources	Plan for continuing education & training	Demonstrate good interpersonal skills	Practice conflict resolution	Develop a career plan	

**Participants:** Susan Barrons, Senior Center Director, KinderCare Learning Center; Tammie Cotter, District Manager, KinderCare Learning Center; Judy Herb, Univ. of Toledo, Early Childhood Education; Jane Johnson, Director, Motorola Child Care & Education Center – A Bright Horizons Family Solutions Program; Michele Robinson, William Rainey Harper College; Jennifer Soukup, Shepherd's Flock Child Care Center