

# CHILD DEVELOPMENT/3: SUPERVISION (90 Hours)

Course No.: 72-15-70

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

**A. INTRODUCTION AND SAFETY (2 hrs)**

- \_\_\_\_\_ 1. Review the scope and purpose of the course
- \_\_\_\_\_ 2. Course content as part of Linked Learning
- \_\_\_\_\_ 3. Review classroom policies and procedures
- \_\_\_\_\_ 4. Different occupations in the industry sector
- \_\_\_\_\_ 5. Opportunities for promoting gender equity
- \_\_\_\_\_ 6. Purpose/impact of CDE, Ed. Code, and CCTC
- \_\_\_\_\_ 7. Cal/OSHA laws governing educators/aides
- \_\_\_\_\_ 8. First aid and emergency procedures
- \_\_\_\_\_ 9. Responsibilities to ensure a safe workplace
- \_\_\_\_\_ 10. Pass safety test with 100% accuracy

**B. COMMUNICATION SKILLS REVIEW (2 hrs)**

- \_\_\_\_\_ 1. Definition of communication
- \_\_\_\_\_ 2. Review stages of communication process
- \_\_\_\_\_ 3. Removing barriers in communication

**C. CRITICAL THINKING SKILLS REVIEW (2 hrs)**

- \_\_\_\_\_ 1. Steps/procedures to define/clarify issues
- \_\_\_\_\_ 2. Judging info related to problem-solving
- \_\_\_\_\_ 3. Determining adequacy of info to conclude
- \_\_\_\_\_ 4. Techniques to sharpen student thinking skills
- \_\_\_\_\_ 5. Macro-cognitive techniques to sharpen skills
- \_\_\_\_\_ 6. Micro-cognitive techniques to sharpen skills

**D. PROGRAM DEVELOPMENT & SUPERVISION (15 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Identify/discuss program & supervision
- \_\_\_\_\_ 3. Discuss/demo development of program
- \_\_\_\_\_ 4. Develop organizational chart
- \_\_\_\_\_ 5. Visit center & observe supervision
- \_\_\_\_\_ 6. Written report of field work observations

**E. PROGRAM EVALUATION (10 hrs)**

- \_\_\_\_\_ 1. Define program evaluation
- \_\_\_\_\_ 2. Identify/discuss evaluation process

- \_\_\_\_\_ 3. Visit center & observe program evaluation
- \_\_\_\_\_ 4. Written report of field work observations

**F. HUMAN AND STAFF RELATIONS (15 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Identify/discuss qualified staff/volunteers
- \_\_\_\_\_ 3. Discuss & demo staff relation policies
- \_\_\_\_\_ 4. Define employee evaluation
- \_\_\_\_\_ 5. Design an employee evaluation instrument
- \_\_\_\_\_ 6. Visit center & observe staff relations
- \_\_\_\_\_ 7. Written report of field work observations

**G. FACILITY MAINTENANCE (5 hrs)**

- \_\_\_\_\_ 1. Define facility maintenance
- \_\_\_\_\_ 2. Identify and discuss a safe environment
- \_\_\_\_\_ 3. Discuss & demo housekeeping/repair tasks
- \_\_\_\_\_ 4. Visit center & observe facility maintenance
- \_\_\_\_\_ 5. Written report of field work observations

**H. BUSINESS PRACTICES (15 hrs)**

- \_\_\_\_\_ 1. Define listed terms related to topic
- \_\_\_\_\_ 2. Identify and discuss business practices
- \_\_\_\_\_ 3. Discuss and demonstrate budgeting /fees
- \_\_\_\_\_ 4. Visit & observe reporting & accountability
- \_\_\_\_\_ 5. Written report of field work observations

**I. HEALTH AND NUTRITION (10 hrs)**

- \_\_\_\_\_ 1. Define health and nutrition
- \_\_\_\_\_ 2. Identify/discuss health & nutrition practices
- \_\_\_\_\_ 3. Health problems associated listed items
- \_\_\_\_\_ 4. Discuss and demonstrate safety precautions
- \_\_\_\_\_ 5. Visit center & observe health & safety
- \_\_\_\_\_ 6. Written report of field work observations

**J. PARENTAL INVOLVEMENT (5 hrs)**

- \_\_\_\_\_ 1. Define principles/practices related to topic
- \_\_\_\_\_ 2. Identify and discuss parent involvement
- \_\_\_\_\_ 3. Discuss/ demo developing parent handbook

- \_\_\_\_\_ 4. Visit center & observe parental involvement
- \_\_\_\_\_ 5. Written report of field work observations

**K. PUBLIC RELATIONS (5 hrs)**

- \_\_\_\_\_ 1. Define public relations
- \_\_\_\_\_ 2. Identify & discuss public relation activities
- \_\_\_\_\_ 3. Discuss & demo promotional brochures
- \_\_\_\_\_ 4. Visit center & observe public relations
- \_\_\_\_\_ 5. Written report of field work observations

**L. EMPLOYABILITY SKILLS REVIEW (4 hrs)**

- \_\_\_\_\_ 1. Review employer requirements
- \_\_\_\_\_ 2. Update list of potential employers
- \_\_\_\_\_ 3. Electronic social networking in job search
- \_\_\_\_\_ 4. Finalize sample resumes
- \_\_\_\_\_ 5. Importance of filling out a job application
- \_\_\_\_\_ 6. Complete sample forms correctly
- \_\_\_\_\_ 7. Complete a teaching portfolio
- \_\_\_\_\_ 8. Importance of enthusiasm on a job
- \_\_\_\_\_ 9. Importance of appropriate job appearance
- \_\_\_\_\_ 10. Importance of continuous upgrading of skills
- \_\_\_\_\_ 11. Review customer service
- \_\_\_\_\_ 12. Appropriate interviewing techniques
- \_\_\_\_\_ 13. Materials/resources needed for interview
- \_\_\_\_\_ 14. Appropriate follow-up procedures