

EARLY CHILDHOOD EDUCATION ASSISTANT/1 (300 Hours)

Course No.: 72-10-90

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 ORIENTATION** (5 hrs)

- _____ 1. Course and completion requirements
- _____ 2. Student's responsibilities in the class
- _____ 3. Different types of child care facilities
- _____ 4. Personal qualifications needed by workers
- _____ 5. Licensing agency for child care centers
- _____ 6. Employment possibilities in child care

B. **COMMUNICATION SKILLS** (4 hrs)

- _____ 1. Ideas/facts/principles of child development
- _____ 2. Write notes, letters, observations, etc
- _____ 3. Specialized forms, charts, and graphs
- _____ 4. Terminology associated with child care
- _____ 5. Identify/develop good communication skills

C. **CRITICAL THINKING SKILLS** (5 hrs)

- _____ 1. Steps/procedures in defining/clarifying issues
- _____ 2. Recognize facts in judging information
- _____ 3. Justify conclusions/predict consequences

D. **PRINCIPLES & THEORIES OF DEVELOPMENT** (15 hrs)

- _____ 1. Erikson's theory of personality development
- _____ 2. Skinner's theory of behaviorism and learning
- _____ 3. Piaget's theory of cognitive development
- _____ 4. Maslow's theory of human needs
- _____ 5. Gesell's theory of biological maturation
- _____ 6. Binet's theory of intellectual development
- _____ 7. Kohlberg's theory of moral development

E. **THE INFANT** (15 hrs)

- _____ 1. Identify the development stages of infants
- _____ 2. Similarities vs. differences in development
- _____ 3. Patterns/directions of motor development
- _____ 4. Environmental influences on physical dev.
- _____ 5. Social development stage of the infant
- _____ 6. Identify ways the infant displays emotions
- _____ 7. Describe how infants develop intellectually
- _____ 8. How infants develop socially/emotionally

F. **THE TODDLER** (50 hrs)

- _____ 1. Key development stages of the toddler
- _____ 2. Environmental influences on motor skills
- _____ 3. Process of language acquisition
- _____ 4. States of intellectual development
- _____ 5. Describe how toddlers display emotions
- _____ 6. Interpret the socialization process
- _____ 7. Relationship of socialization to self concept
- _____ 8. How the 5 senses help a child to learn
- _____ 9. Describe 5 types of play
- _____ 10. Observe/record/report behavior of toddlers
- _____ 11. Describe normal physical dev. patterns
- _____ 12. Ways to help toddlers w/emotional health
- _____ 13. Process/sequence of lang. acquisition & dev.
- _____ 14. Heredity factors that influence development

G. **THE PRESCHOOLER** (50 hrs)

- _____ 1. Describe how growth can be measured
- _____ 2. Motor tasks performed by preschool children
- _____ 3. Physical appearance & growth patterns
- _____ 4. How intellectual ability is measured
- _____ 5. Social development stages shown by children
- _____ 6. Sequence of language development
- _____ 7. How preschoolers display their emotions
- _____ 8. Ways preschoolers develop sound emotional health
- _____ 9. Piaget's theories on child's thinking abilities
- _____ 10. Relationship of hearing to total development
- _____ 11. Negative emotions/how they can be handled
- _____ 12. Define critical period as related to learning
- _____ 13. Explain the purpose of sequencing activities
- _____ 14. Sex role/concept as it relates to self concept
- _____ 15. Observe/record/report behavior of preschoolers

H. **HEALTH AND SAFETY** (20 hrs)

- _____ 1. List the signs of a healthy child
- _____ 2. Child care center to protect children's health
- _____ 3. Describe how to care for a child who is ill
- _____ 4. General hygiene needs of preschool children

- _____ 5. Report signs of illness /discomfort in children
- _____ 6. Report accident /injuries to children
- _____ 7. Procedures in handling/preparing food
- _____ 8. Supervise children during in-/outdoor play
- _____ 9. General hygiene needs of preschoolers
- _____ 10. Signs of illness or discomfort in children
- _____ 11. Safety factors that contribute to safe site
- _____ 12. First aid for non-life threatening accidents
- _____ 13. Independent eating/promote good nutrition
- _____ 14. Outline procedures for treating poisonings
- _____ 15. Recognize the signs of child abuse
- _____ 16. Teach children how to resist child abuse
- _____ 17. Complete first aid/CPR certification

I. WAYS TO GUIDE CHILDREN (30 hrs)

- _____ 1. Instill a sense of responsibility in children
- _____ 2. Positive guidance & discipline techniques
- _____ 3. Guidance/discipline techniques based on age
- _____ 4. Explain self-control approach to discipline
- _____ 5. Allowing freedom of expression
- _____ 6. Explain how to set limits for children
- _____ 7. Causes of behavior problems/suggest solutions
- _____ 8. Help develop respect for self and others
- _____ 9. Special behavior problems workers face
- _____ 10. Routines develop self confidence in children
- _____ 11. Identify goals of effective guidance
- _____ 12. Various techniques for effective guidance
- _____ 13. Principles of direct and indirect guidance
- _____ 14. Situations and feelings that cause tension
- _____ 15. Behavior problems that result from tension

J. PLANNING PHYSICAL ENVIRONMENT (20 hrs)

- _____ 1. Factors that contribute to safe environment
- _____ 2. Free exploration for preschool children
- _____ 3. Centers needed for individual/group play
- _____ 4. Centers that offer a variety of activities
- _____ 5. Types of equipment to foster independence
- _____ 6. Best use of space in the center
- _____ 7. Storage of equipment/materials/supplies
- _____ 8. Organizing an orderly indoor environment
- _____ 9. Value of planned indoor and outdoor space
- _____ 10. Criteria in choosing furniture/color schemes
- _____ 11. Factors that affect organization of space

K. PROGRAM GOALS (20 hrs)

- _____ 1. Developing positive self-concept in child
- _____ 2. Developing sensory perception and acuity
- _____ 3. Developing motor coordination in child
- _____ 4. Developing language skills in child
- _____ 5. Developing concept formation in child
- _____ 6. Developing problem solving abilities in child
- _____ 7. Developing the skills needed for daily living
- _____ 8. Goals that promote independence

- _____ 9. Goals that promote large muscle development
- _____ 10. Goals that promote self-control
- _____ 11. Promote appreciation of cultural diversity

L. CURRICULUM PLANNING (50 hrs)

- _____ 1. Define and explain curriculum
- _____ 2. Structured vs. unstructured programs
- _____ 3. Explain how a routine is useful in the center
- _____ 4. Use of a schedule in the center
- _____ 5. Need for both individual and group activities
- _____ 6. Storage/use of equipment/materials/supplies
- _____ 7. Describe how space is best used in the center
- _____ 8. How play equipment should be selected/used
- _____ 9. Examples of creative & manipulation activities
- _____ 10. Describe dramatic and imaginative play
- _____ 11. Use of music and creative movements
- _____ 12. Select appropriate read aloud books/stories
- _____ 13. List science activities that children enjoy
- _____ 14. Explain the reason for having classroom rules
- _____ 15. List guidelines for establishing classroom rules
- _____ 16. Describe methods for reinforcing rules
- _____ 17. List useful rules for various areas and activities

M. PLANNING FOR SPECIAL NEEDS (6 hrs)

- _____ 1. 6 major categories of handicapping conditions
- _____ 2. Critical learning periods for exceptional children
- _____ 3. Procedure in identifying the exceptional child
- _____ 4. 5 major considerations in planning a schedule
- _____ 5. Support services needed to assist parents
- _____ 6. Describe examples of integration
- _____ 7. Advantages of a developmental approach
- _____ 8. Special needs of children who are gifted
- _____ 9. Meet the 7 components of an acceptable IEP

N. EMPLOYABILITY SKILLS (10 hrs)

- _____ 1. Describe job search procedures & resources
- _____ 2. Describe appropriate interview skills
- _____ 3. Resumes/letters of applications/applications
- _____ 4. Appropriate interviewing techniques
- _____ 5. Appropriate follow-up procedures
- _____ 6. Material/resources needed for interview
- _____ 7. Attributes/behavior valued by employers
- _____ 8. Practice positive work habits and attitudes
- _____ 9. Develop effective working relationships
- _____ 10. Reading required for selected occupations
- _____ 11. Writing required for selected occupations
- _____ 12. Math skills required for selected occupations
- _____ 13. Demonstrate various job retention skills
- _____ 14. Work w/supervisor effectively & efficiently
- _____ 15. Initiative to assess/complete unassigned task
- _____ 16. Perform work in a logical, effective manner
- _____ 17. Career opportunities in the early childhood
- _____ 18. Describe/prepare a teaching portfolio