

Unit/Standard Number	<p style="text-align: center;"><b>High School Graduation Years 2019, 2020 and 2021</b>  <b>Care and Support Services Management</b>  <b>CIP 19.0708</b>  <b>Task Grid</b></p>	<p style="text-align: center;"><b>Child</b></p> <p>Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>ORIENTATION AND SAFETY</b>	
101	Follow school, classroom and clinical rules and regulations.	
<b>200</b>	<b>PROFESSIONALISM</b>	
201	Compare and analyze types of early learning programs.	
202	Identify personal qualities for employment and career opportunities.	
203	Develop a personal and professional portfolio.	
204	Investigate the requirements of the CDA Credential and PA School-Age Credential.	
205	Analyze NAEYC Standards and the Code of Ethical Conduct.	
206	RESERVED	
207	Investigate the importance of advocacy in the profession.	
208	Identify resources for professional development.	
209	Identify state, national and international models of pre-kindergarten.	
210	Investigate the Keystone Stars Requirements.	
260	Identify components of a quality center	
261	Identify types of family systems and structures	
262	Develop self awareness	
263	Develop understanding and application of confidentiality in a child care setting	
264	Create a written Professional Philosophy	
265	Complete 6 essays required by the Council of Professional Recognition	
266	Compile 17 Resource Collection	
267	Document hours of practical and theoretical education	
268	Complete University of Pitt mandated reporter.	
<b>300</b>	<b>HEALTH AND SAFETY</b>	
301	Identify Department of Human Services regulations and PA Department of Education codes.	
302	Obtain Pediatric First Aid and infant/child CPR certification	
303	Complete Mandated Reporter Training	
304	Identify communicable diseases and chronic medical conditions.	
305	Identify characteristics of a safe, healthy environment.	
306	Describe infection control procedures, sanitation practices and prevention of illness policies.	
307	Identify nutritional requirements. including CACFP guidelines	
308	Plan nutritious meals and snacks.	
309	Identify guidelines and procedures to care for the mildly ill child.	
310	follow adult health regulations.	
311	Complete a health and safety checklist and develop recommendations for implementation of a checklist.	
312	describe safe transportation practices in child care settings.	

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313	Identify components of an emergency management plan for a child care setting.	
314	Identify liability issues of child care workers regarding children's safety in a child care setting.	
315	Identify and describe program records, budgets and reports.	
316	Describe and apply best practices for reducing stress on children and caregivers in the early learning environment.	
317	Complete Health & Safety Basics: Requirements for Certification (6 hours).	
361	Develop Prevention Strategies for Common Injuries	
362	Complete Fire Safety Training	
363	Access and Complete DHS forms related to Safety	
364	Locate Immunization Schedule for Children Birth to 12 Years from AAP	
365	Identify Appropriate Diaper Changing Techniques According to Caring for Our Children	
366	Apply Health and Safety Rules at Lil Bucks According to Staff Policies	
367	Demonstrate, Explain and Practice Appropriate Sanitation Procedures	
368	Understand, Explain and Demonstrate the Importance of Universal Precautions in the Child Care Setting	
369	Understand, Explain and Demonstrate the Importance of Safety Equipment in the Child Care Setting: Fire Extinguishers, Smoke Detectors	
370	Demonstrate Appropriate Hand Washing Techniques	
371	Define purpose of various nutrients as they apply to human growth and development	
372	Demonstrate safe food practices	
373	Review and understand CACFP food guidelines	
374	Clearances: Act 24, Criminal Record, Child Abuse	
375	Health and Safety Basics	
<b>400</b>	<b>LEARNING ENVIRONMENT (PHYSICAL SPACE)</b>	
401	Examine the value of play and use best practices to support children's play.	
402	Examine the process and use best practices for developing children's creativity.	
403	Examine, evaluate and use culturally relevant learning centers and materials.	
404	Evaluate and maintain the indoor and outdoor learning environments.	
405	Evaluate classroom environment using the ITERS, ECERS and/or SACERS.	
460	Define importance of learning centers and how to implement them within a center	
461	Identify types of centers: custodial, developmental, comprehensive	
<b>500</b>	<b>CHILD DEVELOPMENT (SOCIAL, EMOTION, PHYSICAL, INTELLECTUAL, LANGUAGE DEVELOPMENT)</b>	
501	Identify educational theorists and their concepts.	
502	Identify developmental stages and areas.	
503	Identify the stages of artistic and musical development.	
504	Identify characteristics of infant development.	
505	Identify characteristics of toddler development.	
506	Identify characteristics of preschool development.	
507	Identify characteristics of school-age development.	
508	Identify characteristics of special needs children.	

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509	Research the importance of early language and literacy development for school success.	
510	Integrate literacy/language development throughout all activities.	
511	Investigate the needs of dual language learners.	
560	Define and explain impact of heredity versus environment	
561	Identify principles of development	
<b>600</b>	<b>CLASSROOM MANAGEMENT AND POSITIVE GUIDANCE</b>	
601	Use positive methods to guide children's behavior.	
602	Analyze the influence of environment and caregiver management techniques on children's behavior.	
603	Observe, supervise and record the daily routines of children.	
660	Recognize factors that lead to discipline issues	
661	Explain the importance of the physical environment in reducing discipline issues within a center	
662	Demonstrate the ability to utilize supports within the community for families and centers in receiving supports for children, families and schools	
663	Apply knowledge of special needs to help understand and support children with behavior issues	
<b>700</b>	<b>STANDARDS, CURRICULUM, AND ASSESSMENT</b>	
701	Use basic tools and types of observations.	
702	Observe, record and analyze children's behavior.	
703	Develop appropriate learning experiences based on observations.	
704	Link the Pennsylvania Learning Standards for Early Childhood (infant-toddler, pre-kindergarten and kindergarten) to all learning experiences.	
705	Demonstrate the connections between learning standards, curriculum and assessment.	
706	Describe the elements of curriculum (individualized goals, family and environment, learning environment, content resources).	
760	Define and create transitions, routines and schedules and apply effectively within center	
<b>800</b>	<b>CURRICULUM DEVELOPMENT</b>	
801	Investigate a variety of curriculum models.	
802	Develop long and short-range curriculum goals.	
803	Determine and write objectives.	
804	RESERVED	
805	Compile a resource of learning materials including culturally relevant and diverse experiences.	
806	RESERVED	
807	Plan weekly curriculum.	
808	Develop daily lesson plans that link to the Pennsylvania Learning Standards for Early Childhood.	
860	Perform duties of a toddler/preschool teacher under direct supervision of a professional preschool staff member	
861	Complete an entire week of planning, directing and implementing the am school day	
862	Provide Appropriate Education for Students with Special Needs	
863	Demonstrate ability to modify and adapt lesson plans for children with special needs	
864	Develop, design and implement year end graduation show	
865	Assess an individual child and compile a portfolio	

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866	Apply observations as tools for assessment, screening and curriculum development	
<b>900</b>	<b>LEARNING ACTIVITIES/EXPERIENCES</b>	
901	Prepare, present and evaluate self care activities.	
902	Prepare, present and evaluate activities which promote a positive self concept.	
903	Prepare, present and evaluate science activities.	
904	Prepare, present and evaluate music activities.	
905	Prepare, present and evaluate puppetry activities.	
906	Prepare, present and evaluate flannel board activities.	
907	Prepare, present and evaluate children's literature.	
908	Prepare, present and evaluate language and literacy activities.	
909	Prepare, present and evaluate math activities.	
910	Prepare, present and evaluate creative art activities.	
911	Prepare, present and evaluate food and nutrition related activities.	
912	Prepare, present and evaluate health and safety activities.	
913	Prepare, present and evaluate social studies activities.	
914	Prepare, present and evaluate fine motor activities.	
915	Prepare, present and evaluate gross motor activities.	
916	Prepare, present and evaluate transition activities.	
917	Prepare, present and evaluate creative drama activities.	
918	Prepare, present and evaluate creative movement activities.	
919	Prepare, present and evaluate woodworking activities.	
920	Identify steps to plan field trips as a learning experience.	
921	Prepare, present and evaluate activities incorporating current technology.	
<b>1000</b>	<b>PROGRAM PARTNERSHIPS</b>	
1001	Communicate with families through written documentation.	
1002	Create a resource file of community services.	
1003	Describe and implement best practices for supporting children and families during transition.	
1004	Identify the family's role in developing individualized goal plans for children.	
1005	Identify the role that cultures and values of the family play in children's upbringing and individualize experiences for children.	
1060	Recognize the need of English language learners, at-risk children and children with disabilities.	
1061	Resources within community for services for Special Needs.	
<b>1100</b>	<b>CLINICAL EXPERIENCE</b>	
1101	Participate in an infant program.	
1102	Participate in a toddler program.	

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1103	Participate in a preschool program.	
1104	Participate in an elementary school program.	
1105	Participate in a special needs and/or inclusive program.	
<b>1200</b>	<b>RESERVED</b>	
1201	RESERVED	
1202	RESERVED	
1203	RESERVED	
1204	RESERVED	
1205	RESERVED	
1206	RESERVED	
1207	RESERVED	
<b>3000</b>	<b>JOB SEEKING/JOB KEEPING</b>	
3060	Apply effective speaking and listening skills used in a job interview.	
3061	Apply research skills in searching for a job; i.e., CareerLinks, Internet (O-NET), networking, newspapers, professional associations, resource books (Occupational Outlook Handbook, PA Career Guide).	
3062	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation following an interview, letter of introduction, postsecondary education/training applications, request	
3063	Analyze, revise and apply an individualized career portfolio to chosen career path.	
3064	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations (that is Americans With Disabilities Act,	
3065	Evaluate personal attitudes and work habits that support career retention and advancement.	
3066	Evaluate team member roles to describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, summarizing.	
3067	Evaluate conflict resolution skills as they relate to the workplace: constructive criticism, group dynamics, managing/leadership, mediation, negotiation, problem solving.	
3068	Develop a personal budget based on career choice, such as, but not limited to: charitable contributions, fixed/variable expenses, gross pay, net pay, other income, savings, taxes.	
3069	Evaluate time management strategies and their application to both personal and work situations.	
3070	Evaluate strategies for career retention and advancement in response to the changing global workplace.	
3071	Evaluate the impact of lifelong learning on career retention and advancement.	
3072	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.	
3073	Analyze entrepreneurship as it relates to personal character traits.	

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3074	Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to: community-based organizations (Chambers of Commerce, trade/technical associations, Industrial Resource Centers), fi	
3075	Show knowledge of DAVECY Job Seeker Board	
3076	Demonstrate awareness of and familiarity with professional organizations including NAEYC, PACCA, ECELS, Better Kid Care.	