

Unit/Standard Number	<p style="text-align: right;"><u>High School Graduation Years 2022, 2023 and 2024</u></p> <p style="text-align: center;">Child Care and Support Services Management CIP 19.0708 Task Grid</p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
Secondary Competency Task List		
100	ORIENTATION AND SAFETY	
101	Follow school, classroom and clinical rules and regulations.	
200	PROFESSIONALISM	
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	Examine NAEYC Standards and the Code of Ethical Conduct.	
206	RESERVED	
207	Participate in a professional advocacy event or training.	
208	Identify resources for professional development.	
209	Identify state, national, and international models of early learning programs.	
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 Keystone Stars 101 and 102	
300	HEALTH AND SAFETY	
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	Comply with industry standard adult health regulations.	

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311	Complete a health and safety checklist and develop recommend changes for compliance.	
312	Describe safe transportation practices in child care settings.	
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 industry required health and safety training.	
360	Complete Fire Safety Training	
361	Locate Immunization Schedule for Children Birth to 12 Years from AAP	
362	Identify Appropriate Diaper Changing Techniques According to Caring for Our Children	
363	Apply Health and Safety Rules at Lil Bucks According to Staff Policies	
364	Clearances: Act 24, Criminal Record, Child Abuse and NSOR	
365	COVID-19 Training BKC	
400	LEARNING ENVIRONMENT (PHYSICAL SPACE)	
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	Investigate classroom environment rating tools, e.g., ITERS, ECERS, SACERS, TPOT.	
500	CHILD DEVELOPMENT (SOCIAL, EMOTION, PHYSICAL, INTELLECTUAL, LANGUAGE DEVELOPMENT)	
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 children with special needs.	
509	Define 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	
600	CLASSROOM MANAGEMENT AND POSITIVE GUIDANCE	

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601	Use positive methods to guide children's behavior.		
602	Describe the influence of environment and caregiver management techniques on children's behavior.		
603	Observe, supervise, and/or record the daily routines of children.		
660	Recognize factors that lead to discipline issues		
661	Demonstrate the ability to utilize supports within the community for families and centers.		
662	Apply knowledge of special needs to help understand and support children,		
700	STANDARDS, CURRICULUM, AND ASSESSMENT		
701	Use basic tools and types of observations.		
702	Observe, record, and assess children's learning and 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).		
800	CURRICULUM DEVELOPMENT		
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 responsive 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	Demonstrate ability to modify and adapt lesson plans for children with special needs		
861	Develop, design and implement year end graduation show		
900	LEARNING ACTIVITIES/EXPERIENCES		
901	Prepare, present and reflect on self-care activities.		
902	Prepare, present and reflect on activities which promote a positive self-concept.		
903	Prepare, present and reflect on science activities.		
904	Prepare, present and reflect on music activities.		
905	Prepare, present and reflect on puppetry activities.		
906	Prepare, present and reflect on flannel board activities.		
907	Prepare, present and reflect on children's literature.		
908	Prepare, present and reflect on language and literacy activities.		
909	Prepare, present and reflect on math activities.		

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910	Prepare, present and reflect on creative art activities.		
911	Prepare, present and reflect on food and nutrition related activities.		
912	Prepare, present and reflect on health and safety activities.		
913	Prepare, present and reflect on social studies activities.		
914	Prepare, present and reflect on fine motor activities.		
915	Prepare, present and reflect on gross motor activities.		
916	Prepare, present and reflect on transitions.		
917	Prepare, present and reflect on creative drama activities.		
918	Prepare, present and reflect on creative movement activities.		
919	Prepare, present and reflect on woodworking activities.		
920	Identify steps to plan field trips as a learning experience.		
921	Incorporate current technology in a developmentally appropriate way.		
960	Prepare and evaluate circle time activity to promote self-regulation		
1000	PROGRAM PARTNERSHIPS		
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 daily and age group transitions.		
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	Identify within the community services for English language learners, at risk children and children with disabilities		
1100	CLINICAL EXPERIENCE		
1101	Participate in an infant program.		
1102	Participate in a toddler program.		
1103	Participate in a preschool program.		
1104	Participate in an elementary school program.		
1105	Participate in a special needs and/or inclusive program.		
1200	RESERVED		
1201	RESERVED		
1202	RESERVED		

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1203	RESERVED		
1204	RESERVED		
1205	RESERVED		
1206	RESERVED		
1207	RESERVED		
3000	JOB SEEKING/JOB KEEPING		
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.		
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 ECE Hire Job Seeker Board		
3076	Demonstrate awareness of and familiarity with professional organizations including NAEYC, PACCA, ECELS, Better Kid Care.		