Human Services

Pathway: Early Childhood Development & Services

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
HMPA01.01	Academic Foundations	Academic Courses	Obtain adequate education to meet state-specific requirements for work.	Hold a high school diploma and meet state-specific requirements.	Present legitimate credentials at job interview.
				Hold a bachelors degree in early childhood development (highly desired) and meet state-specific requirements to qualify for employment.	Present legitimate credentials at job interview.
				Follow through with continuing education requirements to maintain skills.	Document continuing education classes.
					Provide documentation to supervisor for review and filing.
HMPA02.01	Communications	Academic Courses	Uses grammatically correct standard English and competent reading skills to communicate.	Give directions and guidance to children in a kind and easily understood manner to enhance learning and direct behavior.	Confirm that children understand and respond by following directions.
				Engage children in meaningful and developmentally appropriate conversations to enhance learning and direct behavior.	Confirm that children seek information, ask questions, and engage in conversations with adults.
				Engage in meaningful conversations with parents and children to support curriculum development and classroom management.	Provide children with learning opportunities that are meaningful and developmentally- appropriate.
					Make changes in expectations as needed.
					Ask children for input on classroom rules and routines.
					Seek parental input for suggestions and advice.
					Ask parents to indicate their expectations and hopes.

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
HMPA02.02	Communications	#5: Early Childhood Development and Services	Listen respectfully and attentively to children, parents, and staff members to collect input.	Engage children and parents in meaningful conversations (showing interest and openness when listening) to encourage participation.	Interact with children on their level; bend down to engage children and provide support.
					Confirm that staff members address and question children when appropriate.
					Regularly engage parents in conversations concerning their child's development, child development in general and current issues in the program or classroom.
					Regularly engage children in meaningful conversations about areas of interest to the children.
					Ask children to comment and question openly and often.
					Re-phrase and respond to comments appropriately and accurately.
HMPA02.03	Communications	#5: Early Childhood Development and Services	Write plainly, synthesizing and summarizing childhood development and services information to assure it is easily understood by parents and staff members.	Develop accurate progress notes and lesson plans to document children's development and services provided.	Discuss lesson plans and progress notes with other staff members and parents.
					Store past lesson plans and progress notes that are available for review.
				Develop and send parent notifications and newsletters to maintain family involvement.	Document parents' actions and comments indicating understanding of information provided.
HMPA02.04	Communications	#5: Early Childhood Development and Services	Create and organize parent-teacher conferences, open houses and family forums to enhance family and community involvement.	Hold formal and informal meetings with parents to discuss children's progress.	Communicate scheduled meetings to parents and family.
					Keep accurate meeting records.
					Implement action plans that are agreed to by all parties.

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
HMPA03.01	Problem Solving and Critical Thinking	#8: Principles of Child Growth and Development	Apply problem-solving and critical thinking skills to provide solutions.	Recognize and apply appropriate practice to manage the learning environment.	Establish a developmentally appropriate learning environment in which children are able to succeed.
					Make changes when necessary.
				Recognize child development that is both typical and atypical to provide intervention when needed.	Respond quickly to situations that require adult intervention, such as injury or behavior issues.
					Take immediate action to help a child, which may include first aid or calling 911.
					Use first aid with universal precautions.
					Inform supervisor of problem and action.
					Document incident report.
HMPA04.01	Information Technology Applications	#2: Information Technology Applications	Use technology to enhance child care programs.	Use computer and applicable software for record keeping, lesson plans, and children's learning activities.	Keep lesson plans and accurate records up-to-date and readily available.
					Engage children in utilizing computer technology.
HMPA05.01	Systems	#7: Ethics, Legal and Organizational Responsibilities	Maintain relationship with licensing and certification organizations to keep up with news and changes.	Identify updates in the licensing regulations to implement changes as needed.	Document that program is compliant with current licensing regulations.
				Respond to all licensing and certification communications in a timely manner to ensure compliance.	Maintain required credentials.
				Initiate communication as needed to handle situations and problems.	Respond proactively when problems arise.
					Follow through with suggestions provided.

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
			(CONTINUED)	Cooperate with all service providers to offer client services.	Respond to requests or concerns.
					Follow through with solutions in a timely manner.
HMPA05.02	Systems	#5: Early Childhood Development and Services	Create working relationships with parents and family members to maintain involvement.	Provide ways for all staff members to know all parents and family members served.	Greet parents and family members when they enter the program or classroom.
					Use correct names for parents and family members.
					Talk to parents and families.
HMPA06.01	Health, Safety and Environment	#9: Safety and Health for Children	Follow through with safety and sanitation procedures to assure compliance and readiness.	Anticipate potential hazards and react in a timely manner to ensure children's safety.	Provide a safe and sanitary environment.
					Provide supervision at all times.
HMPA07.01	Leadership and Teamwork	#5: Early Childhood Development and Services	Create an inviting and encouraging atmosphere to encourage parent and family participation.	Present opportunities to enhance parent's and family's roles as primary teachers.	Write and phone parents/family regularly to inform them about child's progress and activities.
					Request parents' suggestions for curriculum development.
					Schedule appointments at parents' requests or on own initiative to discuss child's development.
					Provide parents with developmental information about their child and typically developing children of their child's age.
HMPA08.01	Ethics and Legal Responsibilities	#7: Ethics, Legal and Organizational Responsibilities	Adhere to ethical and legal responsibilities to protect children and families.	Comply with laws and regulations to maintain a successful workplace.	Follow through with reporting cases of child abuse.
					Maintain confidentiality when handling any information concerning children, parents or other staff members.
				Respect diversity to benefit from all human resources available.	Treat children, parents and other staff with respect at all times.

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
HMPA10.01	Technical Skills	#8: Principles of Child Growth and Development	Apply principles of child growth and development, including social, emotional, physical and cognitive milestones to provide comprehensive program offerings.	Create developmentally appropriate activities to enhance learning.	Observe, assess, and document children's progress.
				Create lesson plans reflecting various interests and developmental levels to serve all children.	Observe, assess, and document children's progress.
				Evaluate curriculum for compliance with state-specific and NAEYC standards.	Observe, assess, and document that children participate eagerly and actively.
					Observe, assess, and document that children show developmental progress.
					Document that curriculum meets standards.
				Evaluate child's strengths and needs to ascertain program goals.	Create rapport with the children and parents/family members.
					Analyze children's developmental level from observation and elicited information.
				Synthesize information to develop a plan for each child.	Observe, assess, and document that children can follow the plan successfully and that children show progress.
HMPA10.02	Technical Skills	#8: Principles of Child Growth and Development	Incorporate play and other activities to develop children's skills.	Create activities suitable for varied learning styles and needs.	Observe, assess, and document that children are actively participating.
					Observe, assess, and document that children show developmental progress.

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
HMPA10.03	Technical Skills	#8: Principles of Child Growth and Development	Evaluate activities and curriculum for inclusiveness of cultural diversity.	Establish environment to highlight richness and diversity of children, parents and families in the program.	Behave courteously and respectfully to people of all cultures.
					Create learning activities focused on various cultures.
					Give parents an opportunity to share their culture in the classroom.
					Provide books, posters, food and music representing diversity.

Additional Recommended
CTE/Degree Major Courses:

#3: Human Growth and Development

#4: Parenting and Child Development

#6: Introduction to Early Childhood
Development Services