



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

The following Cluster (Foundation) Knowledge and Skill Chart provides statements that apply to all careers in the Education and Training Cluster. Persons preparing for careers in the Education and Training Cluster should be able to demonstrate these skills in addition to those found on the Essential Knowledge and Skills Chart. The Pathway Knowledge and Skill Charts are available in separate documents.

Cluster Topic EDC01	ACADEMIC FOUNDATIONS: <i>Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</i>
EDC01.01	Employ fundamental principles of psychology to enhance learner achievement.
EDC01.01.01	Employ fundamental knowledge of developmental theory to enhance learner achievement.
<i>sample indicators</i>	Identify major theorists. Explain major theories using real-world examples. Critique major theories. Use theory to predict and explain individual and group behavior.
EDC01.01.02	Employ fundamental knowledge of learning theory to enhance learner achievement.
<i>sample indicators</i>	Identify major theorists. Explain major theories using real-world examples. Critique major theories. Use theory to predict and explain individual and group behavior.
EDC01.01.03	Employ fundamental knowledge of motivation theory to enhance learner achievement.
<i>sample indicators</i>	Identify major theorists. Explain major theories using real-world examples. Critique major theories. Use theory to predict and explain individual and group behavior.
EDC01.01.04	Employ fundamental knowledge of the dynamics of psychological change to enhance professional practice.
<i>sample indicators</i>	Identify major theorists. Explain major theories using real-world examples. Critique major theories. Use theory to predict and explain individual and group behavior.
EDC01.02	Employ fundamental principles of sociology to enhance learner achievement.
EDC01.02.01	Employ fundamental knowledge of the social interaction of individuals and institutions to enhance learner achievement.
<i>sample indicators</i>	Identify multiple social factors and institutions that impact learning. Explain factors using real-world examples. Use social interaction of individuals and institutions to predict and explain individual and group behavior.
EDC01.02.02	Analyze social barriers to learning.
<i>sample indicators</i>	Identify multiple barriers. Explain barriers using real-world examples. Propose solutions to barriers.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

EDC01.02.03 Employ fundamental knowledge of the dynamics of sociological change to enhance professional practice.

sample indicators

Identify major theorists.
Explain major theories using real-world examples.
Critique major theories.
Use theory to predict and explain individual and group behavior.

EDC01.03 Utilize knowledge about the history and belief systems of multiple cultural, ethnic, and racial groups to enhance learner achievement.

EDC01.03.01 Explain the history of multiple cultural, ethnic, and racial groups as it relates to learning.

sample indicators

Explain history that relates to learning settings and institutions.
Explain history that relates to family and community.
Explain history that relates to work.

EDC01.03.02 Explain multiple cultural, ethnic, and racial groups' belief systems that relate to learning.

sample indicators

Explain achievement belief systems.
Explain life goals belief systems.

EDC01.04 Analyze and apply knowledge of the relationships between education and society to enhance learner achievement.

EDC01.04.01 Employ fundamental knowledge of educational philosophies to enhance learner achievement.

sample indicators

Identify major philosophers.
Explain major philosophies using real-world examples.
Critique major philosophies.

EDC01.04.02 Relate educational philosophies to contemporary issues in professional practice. Analyze structures for governing professional practices in learning settings.

sample indicators

Identify multiple governance structures.
Explain governance structures using real-world examples.
Critique governance structures.
Relate governance structures to contemporary issues in professional practice.

EDC01.04.03 Apply fundamental knowledge of economics to enhance learner achievement.

sample indicators

Identify major economic factors affecting learning and educational practice.
Explain factors using real world examples.
Relate factors to local funding issues.

EDC01.05 Explain and apply a variety of instructional models to enhance learning achievement.

EDC01.05.01 Explain models of instruction.

sample indicators

Explain various models.
Explain optimal contexts for using models.

EDC01.05.02 Employ models of instruction to enhance learner achievement.

sample indicators

Use various models.
Explain appropriateness of models in terms of context and learner results.

EDC01.06 Employ knowledge of assessment methods to enhance learner achievement.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

EDC01.06.01 Employ fundamental knowledge of measurement to enhance learner achievement.

sample indicators

Explain concepts of measurement.
Measure educational outcomes appropriately.
Interpret measurements appropriately.

EDC01.06.02 Employ fundamental knowledge of non-numeric data to enhance learner achievement.

sample indicators

Explain concepts of non-numeric data.
Collect non-numeric data appropriately.
Interpret non-numeric data appropriately.

Employ knowledge of economic principles to enhance understanding of professional practices in learning settings.

EDC01.07

EDC01.07.01 Employ fundamental knowledge of macroeconomics to enhance funding for professional practices in learning settings.

sample indicators

Identify major macroeconomic factors.
Explain factors using real-world examples.
Relate factors to contemporary funding issues.

EDC01.07.02 Employ fundamental knowledge of microeconomics to enhance funding for professional practices in learning settings.

sample indicators

Identify major microeconomic factors.
Explain factors using real-world examples.
Relate factors to local funding issues.

Cluster Topic EDC02

COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.

Apply verbal communication skills to enhance learning and stakeholder commitment to learning organization.

EDC02.01

EDC02.01.01 Provide information using motivational and engaging communication techniques.

sample indicators

Cite data.
Explain relevance to audience and context.
Explain the significance of the tone of the communication.
Use concise, coherent organization.
Use language, terminology, and complexity suitable to audience.
Use language sensitive to culture and gender.
Address multiple intelligences and modalities.
Use appropriate volume, rate, and clarity of voice.
Use multiple mediums.

EDC02.01.02 Enlist stakeholder commitment using persuasive communication techniques.

sample indicators

Create awareness of problem.
Explain relevance to audience and context.
Propose needed action and the role of the audience in that action.
Create visualization of effects of proposed action.
Explain the significance of the tone of the communication.
Use concise, coherent organization.
Use language, terminology, and complexity suitable to audience.
Use language sensitive to culture and gender.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

Address multiple intelligences and modalities.
Use appropriate volume, rate, and clarity of voice.
Use multiple mediums.

EDC02.01.03 Use non-verbal communication to enhance verbal communication.
sample indicators Explain the congruency between non-verbal and verbal communication.
Describe intentional use of appearance, gesture, and tone of voice.

EDC02.01.04 Customize communication messages to fit the audience members.
sample indicators Describe audience characteristics.
Explain alignment of communication components to audience characteristics.

EDC02.01.05 Recognize and address barriers to oral communication.
sample indicators Address language barriers.
Explain alignment of communication components to audience characteristics.

EDC02.01.06 Give clear verbal directions.
sample indicators Organize steps logically.
Use language, terminology, and complexity suitable to audience.
Reference prior knowledge and experience of audience.
Address both content and processes.
Use appropriate volume, rate, and clarity of voice.

EDC02.01.07 Utilize feedback to improve communication.
sample indicators Interpret verbal and non-verbal feedback.
Allow appropriate response time based on audience and context.
Adapt communication based on feedback.

EDC02.02 Employ communication skills in interactive situations to enhance learning and stakeholder commitment to the organization.

EDC02.02.01 Utilize interviewing skills.
sample indicators Obtain complete information.
Maintain focus on interview objectives.
Explain evidence that interviewee understood the purpose of the interview and the information conveyed in the interview.

EDC02.02.02 Utilize discussion skills.
sample indicators Construct objectives for the discussion.
Describe evidence that participants actively contributed.
Maintain focus on discussion topic.
Explain evidence that participants' understanding of the topic advanced.

EDC02.02.03 Utilize questioning skills.
sample indicators Describe evidence that participants actively responded.
Questions are suitable for audience and context in terms of Bloom's Taxonomy of higher-order thinking.
Explain evidence that participants' understanding of the topic advanced.

EDC02.02.04 Apply listening skills to enhance learning and stakeholder investment in learning organization.
sample indicators Explain components of active listening.
Describe barriers to effective listening.

EDC02.02.05 Follow verbal directions.
sample indicators Follow directions completely.
Follow directions precisely.

EDC02.03 Use writing skills to enhance stakeholder commitment to the learning organization.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

- EDC02.03.01 Write informational correspondence to stakeholders in the learning environment.
- sample indicators*
- Use language, terminology, and complexity suitable to audience.
 - Use concise, coherent organization.
 - Explain the significance of the tone of the correspondence.
 - Use language sensitive to culture and gender.
- EDC02.03.02 Write clear directions for learners.
- sample indicators*
- Organize steps logically.
 - Use language, terminology, and complexity suitable to audience.
 - Address both content and processes.
 - Use concise, coherent organization.
- EDC02.03.03 Write summative reports regarding the learning environment.
- sample indicators*
- Cite data.
 - Use language, terminology, and complexity suitable to audience.
 - Address both positive and negative aspects of the topic.
 - Use language sensitive to culture and gender.
- EDC02.03.04 Write position papers on issues affecting learning environments and organizations.
- sample indicators*
- Cite data.
 - Synthesize multiple sources of information.
 - Use persuasive communication.
 - Use coherent organization.
 - Use language and terminology suitable to audience.
 - Use language sensitive to culture and gender.
- EDC02.03.05 Write requests for funding, resources, and services in the learning setting.
- sample indicators*
- Describe required formatting and components.
 - Include all required components.
 - Use language and terminology suitable to audience.
 - Cite data.
 - Use persuasive communication.
 - Use concise, coherent organization.
 - Use language sensitive to culture and gender.
- EDC02.03.06 Employ graphic communication to enhance learning and stakeholder investment in learning organization.
- sample indicators*
- Explain relevance to audience and context.
 - Use complexity suitable to audience.
 - Graphics can be easily seen and read.
- EDC02.04 Use knowledge of reading strategies in the content area to enhance learner achievement.**
- EDC02.04.01 Model reading strategies (skimming, reading for detail, reading for meaning and critical analysis) for determining the purpose of text.
- sample indicators*
- Use reading strategy to achieve intended purpose.
 - Identify complexity of text(s).
 - Evaluate and explain relevance, accuracy and appropriateness to purpose.
- EDC02.04.02 Understand content, technical concepts, and vocabulary to analyze information and follow directions.
- sample indicators*
- Identify issues and questions.
 - Analyze information presented in a variety of formats, such as tables, lists, figures, etc.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

- EDC02.04.03 Identify key technical concepts and vocabulary.
Communicate information, data, and observations that apply information learned from reading to actual practice.
- sample indicators*
- Interpret technical materials used.
 - Summarize overall meaning of text(s).
 - Identify strategies for applying information learned to the task or new situation.

Cluster Topic **EDC03**

PROBLEM-SOLVING AND CRITICAL THINKING: *Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.*

- EDC03.01** **Apply problem-solving and critical thinking skills in educational and training settings to enhance instruction and learner achievement.**
- EDC03.01.01 Utilize scientific thinking to solve education and training related problems.
- sample indicators*
- Define the problem.
 - Explain hypothetical solutions based on prior knowledge.
 - Describe the collection of data.
 - Explain analysis of data.
 - Explain conclusions.
- EDC03.01.02 Synthesize multiple and conflicting data and viewpoints to derive a position on educational issues.
- sample indicators*
- Explain similarities in data and viewpoints.
 - Explain dissimilarities in data and viewpoints.
 - Use inductive and deductive reasoning.
 - Explain a position based on multiple and conflicting data and viewpoints.
- EDC03.01.03 Utilize reflection strategies to improve instructional skills and learner achievement.
- sample indicators*
- Solicit and evaluate feedback of others.
 - Evaluate self-assessments.
 - Encourage others to use reflection strategies.
 - Explain behavior adaptations motivated by reflection.
- EDC03.01.04 Utilize perspective-taking to enhance instruction and learner achievement.
- sample indicators*
- Use open-ended questioning.
 - Encourage respect for multiple opinions.
- EDC03.01.05 Utilize conflict resolution strategies to resolve issues in educational contexts.
- sample indicators*
- Use third party intervention and support.
 - Openly and respectfully identify issues.
 - Identify solutions that meet needs of all parties involved.
- EDC03.02** **Evaluate educational perspectives, policies and procedures using critical thinking in order to intelligently to educational issues.**
- EDC03.02.01 Analyze the diversity of objectives and perspectives of multiple stakeholders.
- sample indicators*
- Express respect for multiple viewpoints.
 - Explain underlying assumptions of multiple viewpoints.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

- EDC03.02.02 Identify common ground among multiple viewpoints.
sample indicators Analyze public and organizational policies and procedures.
Predict the impact of policies and procedures on instructional goals.
Explain options for aligning policies and procedures with instructional goals.

Cluster Topic EDC04

INFORMATION TECHNOLOGY APPLICATIONS: *Use information technology tools specific to the career cluster to access, manage, integrate, and create information.*

No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

Cluster Topic EDC05

SYSTEMS: *Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.*

EDC05.01 Explain models of education delivery using system theory to demonstrate understanding of key relationships in the learning system.

- EDC05.01.01 Explain factors that affect learning systems.
sample indicators Explain the interdependence and mutual influence of stakeholders.
Explain role of feedback.
Explain role of external regulations.
Explain role of social responsibility.
Explain role of research.
Explain role of non-educational systems.

- EDC05.01.02 Explain the role of the individual in learning systems.
sample indicators Explain role of partnerships.
Explain role of professional organization membership.
Explain role of mentoring.

- EDC05.01.03 Explain the role of organizations in learning systems.
sample indicators Explain role of clarifying identity and purpose.
Explain role of governance.
Explain role of professional development provider.
Explain role of being a legislative voice.

- EDC05.01.04 Identify systems that deliver education and training.
sample indicators Identify public sources.
Identify private sources.

- EDC05.01.05 Identify systems that fund education and training.
sample indicators Identify public sources.
Identify private sources.

EDC05.02 Form, sustain, and modify instructional systems to facilitate learning within educational and training settings.

- EDC05.02.01 Explain concepts of systemic change as it applies to instructional systems.
sample indicators Explain system change in terms of changes in individual behavior.
Explain system change in terms of structural changes in system.
Explain inertia.
Explain status quo.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

- EDC05.02.02 *sample indicators* Explain change forces.
Communicate about instructional systems with stakeholders.
Communicate frequently.
Communicate honestly.
- EDC05.02.03 *sample indicators* Use instructional system resources to meet learner needs.
Use multiple resources.
Encourage reciprocity among system entities.
- EDC05.02.04 *sample indicators* Advocate for learning organization and learners.
Participate in professional organizations.
Communicate learning successes among system entities.
Promote learning initiatives within systems.
- EDC05.02.05 *sample indicators* Monitor instructional system outcomes.
Use data.
Evaluate quality, productivity, efficiency, and cost effectiveness.
Explain outcomes in terms of interconnected components of systems.
Explain outcomes in terms of organizational structure.

Cluster Topic EDC06

SAFETY, HEALTH AND ENVIRONMENTAL: *Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.*

- EDC06.01 Evaluate and control risks to safety, health, and the environment in learning settings.**
- EDC06.01.01 *sample indicators* Evaluate equipment and facility safety within the learning environment.
Identify potential hazards related to equipment and building codes.

Explain procedures for documenting and reporting hazards to appropriate authorities.
Explain appropriate corrective actions for equipment and building hazards.
Describe system for monitoring compliance with relevant equipment and facility safety procedures.
- EDC06.01.02 *sample indicators* Control risks to individual health and safety in the learning setting.
Identify appropriate infection control procedures.
Describe universal precautions for blood-borne pathogens and the procedures for responding to and reporting exposure.
Explain procedures related to recognition of and responses to controlled substance risks.
Describe safe body mechanics relevant to the learning setting.
Describe safe ergonomics relevant to the learning setting.
Explain procedures related to criminal background checks, if appropriate to the learning setting.
Identify governmental regulations regarding worker and learner safety.
Describe fire precautions and response procedures.
Describe procedures for responding to violent and threatening behaviors, health risks, and fire emergencies.
Describe procedures for documenting and reporting violent and threatening behaviors, health risks, and fire emergencies.
Identify risks to psychological health in the learning setting.
Explain appropriate responses to psychological risks.
Monitor compliance with relevant individual health and safety regulations and procedures.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

- EDC06.01.03 Control environmental health and safety in the learning setting.
sample indicators
- Identify potential hazards.
 - Inspect the setting for environmental safety hazards.
 - Describe corrective actions for potential hazards.
 - Explain safe practices for the storage and use of hazardous materials.
 - Monitor compliance with relevant environmental health and safety regulations and procedures.
 - Describe procedures for documenting and reporting environmental hazards to appropriate authorities.

Cluster Topic EDC07

LEADERSHIP AND TEAMWORK: *Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.*

EDC07.01 **Employ project and strategic planning skills within an educational and training setting to enhance professional practice.**

- EDC07.01.01 Employ data to make decisions.
sample indicators
- Use multiple sources of data.
 - Analyze data appropriately.
 - Explain alignment of data and decisions made.
- EDC07.01.02 Analyze the dynamics of change to enhance professional practice.
sample indicators
- Evaluate multiple change factors.
 - Adjust actions based on changing needs.
- EDC07.01.03 Employ strategic planning skills to enhance professional practice.
sample indicators
- Identify measurable goals.
 - Prioritize.
 - Analyze trends, factors, and issues that influence the organization and its future success.
 - Create an action plan with timelines and accountability measures.
 - Explain socially responsible components.
- EDC07.01.04 Employ project planning skills to enhance professional practice.
sample indicators
- Explain contexts that benefit from teamwork.
 - Align project goals and activities with organizational mission.
 - Analyze tasks.
 - Create an action plan with timelines, needed resources, delegation of duties, and accountability measures.
 - Identify means to recognize and reward contributions.

EDC07.02 **Employ knowledge of group processes and skills for working collaboratively to enhance professional practice.**

- EDC07.02.01 Employ interpersonal skills to enhance professional practice.
sample indicators
- Use collaboration skills.
 - Use compromise skills.
 - Use conflict resolution techniques.
 - Use consultation skills.
 - Use mentoring skills.
 - Use motivational strategies.
- EDC07.02.02 Employ group processes knowledge and skills to enhance professional practice.
sample indicators
- Use parliamentary procedure.
 - Conduct productive and efficient meetings.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

Build consensus among stakeholders.

Cluster Topic	ETHICS AND LEGAL RESPONSIBILITIES: <i>Know and understand the importance of professional ethics and legal responsibilities.</i>
EDC08	
EDC08.01	Analyze and explain ethical and legal boundaries of professional practice in learning settings to enhance professionalism in education and training.
EDC08.01.01 <i>sample indicators</i>	Explain major laws that govern behavior within learning settings. Explain major laws affecting a variety of issues in learning settings. Explain personal and organizational liabilities associated with major laws. Identify regulatory agencies. Identify sources for updating information on legal boundaries. Identify sources for obtaining assistance in interpreting legal responsibilities. Explain consequences of non-compliance.
EDC08.01.02 <i>sample indicators</i>	Analyze ethical responsibilities in professional practice within learning settings. Identify sources of applicable ethical codes. Analyze applicable ethical codes. Explain personal and organizational liabilities associated with ethical codes. Identify regulatory agencies. Identify sources for updating information on ethical boundaries. Identify sources for obtaining assistance in interpreting ethical responsibilities. Explain consequences of non-compliance.
EDC08.01.03 <i>sample indicators</i>	Explain institutional policies and procedures that relate to ethical and legal behavior. Explain rationale for policies and procedures. Analyze expected effects of compliance and non-compliance. Explain consequences of non-compliance.
EDC08.02	Explain legal rights that apply to stakeholders and practitioners within learning settings to enhance professionalism in education and training.
EDC08.02.01 <i>sample indicators</i>	Explain legal rights of stakeholders within learning settings. Explain rights of expression. Explain nondiscrimination rights. Explain rights to due process. Explain privacy rights.
EDC08.02.02 <i>sample indicators</i>	Explain legal rights of professional practitioners within learning settings. Explain rights of expression. Explain nondiscrimination rights. Explain rights to due process. Explain privacy rights.
EDC08.03	Exhibit ethical and legal behavior within educational and training settings to model professional behaviors.
EDC08.03.01 <i>sample indicators</i>	Perform work duties according to legal boundaries. Comply with applicable law. Practice within legislated scope of profession. Document, record, and report required information. Comply with financial audit requirements.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

EDC08.03.02 Perform work duties in accordance with legal rights of stakeholders and coworkers.

sample indicators

Comply with applicable law.
Encourage others to comply with applicable law.

EDC08.03.03 Perform work duties according to ethical boundaries.

sample indicators

Explain how decision-making and actions taken are aligned with commitments to learners and the profession.
Analyze ethical dilemmas.
Propose responses to ethical dilemmas.
Maintain confidentiality.

Cluster Topic EDC09

EMPLOYABILITY AND CAREER DEVELOPMENT: *Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.*

EDC09.01 Explore, describe, and determine career options using research skills in order to plan for a career in education and training.

EDC09.01.01 Use self-assessment and assessment by others to match personal characteristics to those associated with successful professional practice.

sample indicators

Assess independence and initiative.
Assess flexibility.

EDC09.01.02 Explain career trajectories in education and training.

sample indicators

Identify practice settings.
Analyze interests, aptitudes, and abilities and match them to characteristics and requirements of the profession.
Identify future demographic and sociological trends that are likely to affect employment in education and training.
Explain the developmental cycle of the profession.

EDC09.01.03 Use relationships with other professionals to explore career options.

sample indicators

Acquire membership in professional associations.
Enter into job shadowing and mentoring relationships.

EDC09.01.04 Construct an individual career plan.

sample indicators

Write the career plan.
Incorporate completion of certification/licensure/credentialing requirements.
Revisit and adjust plan throughout career preparation and throughout career as practitioner.

EDC09.02 Acquire state-specific certification/ license/credentialing in order to practice within educational and training settings.

EDC09.02.01 Complete the requirements for certification, licensing, or credentialing.

sample indicators

Complete required academic preparation.
Meet non-academic requirements.
Pass applicable standardized assessments of knowledge and skills.

EDC09.02.02 Apply for certification, license, or credentials.

sample indicators

Identify issuing agency.
Identify timelines.
Present documentation of completion of requirements.
Identify costs involved.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

EDC09.03 Complete state-specific professional development requirements to maintain employment and advance in an education and training career.

EDC09.03.01 Complete professional development requirements.
sample indicators Identify appropriate sources of professional development.
Identify timelines.
Obtain documentation from issuing institutions/agencies.

EDC09.03.02 Complete assessments of knowledge and skills.
sample indicators Identify timelines.
Complete applicable internal assessments.
Complete applicable external assessments.
Obtain documentation of successful completion.

Cluster Topic EDC10

TECHNICAL SKILLS: Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.

EDC10.01 Employ and adapt instructional strategies within educational and training settings to enhance learner achievement.

EDC10.01.01 Apply instructional strategies to enhance learner achievement.
sample indicators Construct measurable goals and objectives.
Align goals and objectives to course/program scope and sequence.
Align actions to goals and objectives.

EDC10.01.02 Adapt instructional strategies based on learner performance.
sample indicators Deconstruct tasks into progressive steps.
Explain knowledge, skills, and resources needed to accomplish tasks.

EDC10.01.03 Use instructional tools to enhance learner achievement.
sample indicators Prioritize tasks.
Align time to the scope of the task.

EDC10.02 Employ organizational and logic skills and enhance professional practice.

EDC10.02.01 Employ record keeping skills to enhance professional practice and meet accountability standards.
sample indicators Apply various strategies.
Explain alignment of strategies to educational objectives.
Explain alignment of strategies to characteristics of learners.

EDC10.02.02 Employ logic skills to enhance professional practice.
sample indicators Assess learner performance.
Explain adaptations based on assessment data.

EDC10.03 Conduct, interpret, and share research findings to enhance professional practice.

EDC10.03.01 Identify credible sources of research to enhance professional practice.
sample indicators Identify professional literature sources.
Identify Internet sources.

EDC10.03.02 Conduct research to enhance professional practice.
sample indicators Conduct action research.
Explain importance of research question to professional practice.

EDC10.03.03 Interpret research to enhance professional practice.



Education and Training Career Cluster Cluster (Foundation) Knowledge and Skill Statements

sample indicators

Analyze research data appropriately.
Explain appropriate implications of research to professional practice.

EDC10.03.04

Disseminate research results to enhance professional practice.

sample indicators

Write reports of research that are understandable to stakeholders.
Explain research results verbally to stakeholders in understandable terms.

EDC10.04

Employ group management skills to enhance professional practice with education and training settings.

EDC10.04.01

Explain conditions that contribute to a receptive working climate.

sample indicators

Explain the role of trust among those working together.
Explain strategies for establishing trust among individuals.
Explain the role of respect among those working together.
Explain strategies for establishing respect among individuals.

EDC10.04.02

Use environment to enhance work productivity, efficiency, and quality.

sample indicators

Explain ways that spatial arrangements enhance productivity, efficiency, and quality of work.
Explain ways that environmental conditions are engineered to meet needs of those working in the environment.

EDC10.05

Employ assessment skills to enhance professional practice with education and training settings.

EDC10.05.01

Use data to assess performance.

sample indicators

Use multiple sources of data, including self-assessment.
Use appropriate assessment tools, including reflection.
Interpret data appropriately.

EDC10.05.02

Communicate assessment results to stakeholders.

sample indicators

Communicate assessment in terms that are understandable to the audience.
Communicate assessment information in a timely manner.
Maintain appropriate confidentiality.
Solicit feedback from stakeholders.

EDC10.05.03

Use assessment to shape professional practice.

sample indicators

Adapt professional practice based on assessment data.
Disseminate assessment results to encourage replication.