

Human Services: Early Childhood Development & Services Focus Area

Demonstrate communication techniques with children to facilitate ongoing development and enhance learning. [HUEC01](#)

- 1** Interact with child as an individual and in group settings. [HUEC01.01.01](#)
- 2** Interact with children on their level (e.g., bend down to engage children and provide support). [HUEC01.01.02](#)
- 3** Confirm that staff members question children when appropriate. [HUEC01.01.03](#)
- 4** Regularly engage parents in conversations concerning their child's development, child development in general, and current issues in the program or classroom. [HUEC01.01.04](#)
- 5** Regularly engage children in meaningful conversations about areas of interest to the child. [HUEC01.01.05](#)
- 6** Ask children to comment and question openly and often. [HUEC01.01.06](#)
- 7** Rephrase and respond to comments appropriately and accurately. [HUEC01.01.07](#)
- 8** Provide a positive role model to the children. [HUEC01.02.01](#)
- 9** Interact with child in a positive manner. [HUEC01.02.02](#)
- 10** Use grammatically correct speech in communication. [HUEC01.02.03](#)
- 11** Engage children in meaningful and developmentally appropriate conversations to enhance learning and direct behavior. [HUEC01.03.01](#)
- 12** Regularly engage children in meaningful conversations about areas of interest to the child. [HUEC01.03.02](#)
- 13** Confirm that children understand and respond by following directions. [HUEC01.03.03](#)
- 14** Use strategies when providing guidance/intervention for inappropriate behavior (e.g. redirection, appropriate choices, etc.). [HUEC01.03.04](#)
- 15** Ask children for input on classroom rules and routines. [HUEC01.03.05](#)

Communicate effectively with fellow staff members to facilitate child development activities. HUEC02

- 1 Communicate about classroom activities.** HUEC02.01.01
- 2 Communicate scheduled meetings to parents and family.** HUEC02.01.02
- 3 Keep accurate meeting records.** HUEC02.01.03
- 4 Implement action plans that are agreed to by all parties.** HUEC02.01.04
- 5 Communicate about the developmental abilities of the children in the classroom.** HUEC02.02.01
- 6 Document in clear, concise writing the child's development and services provided.** HUEC02.02.02
- 7 Keep accurate records up-to-date and readily available.** HUEC02.02.03
- 8 Communicate information with staff and family members.** HUEC02.03.01
- 9 Develop a system that enables communication to be shared as appropriate and needed.** HUEC02.03.02
- 10 Develop a system to assure continual contact with parents, guardians and caregivers.** HUEC02.03.03
- 11 Document and share intervention strategies (when needed) regarding typical and atypical child development.** HUEC02.04.01
- 12 Respond quickly to situations that require adult intervention, such as injury or behavior issues.** HUEC02.04.02
- 13 Take immediate action to help a child, which may include first aid or calling 911.** HUEC02.04.03
- 14 Inform supervisor of problem and action.** HUEC02.04.04
- 15 Document incident report.** HUEC02.04.05

Maintain working knowledge of child development licensing and certification organizations to keep abreast of current procedures and changes. HUEC03

- 1 Identify appropriate licensing regulations.** HUEC03.01.01
- 2 Document that program is compliant with current licensing regulations.** HUEC03.01.02
- 3 Respond to all licensing and certification communications in a timely manner.** HUEC03.02.01
- 4 Maintain required credentials.** HUEC03.02.02
- 5 Initiate communication as needed to resolve situations.** HUEC03.03.01
- 6 Respond proactively when problems arise.** HUEC03.03.02

7 Follow through with suggestions provided. HUEC03.03.03

8 Cooperate with all service providers. HUEC03.04.01

9 Respond to requests or concerns. HUEC03.04.02

10 Follow through with solutions in a timely manner. HUEC03.04.03

11 Meet state-specific early childhood requirements for employment and licensing regulations. HUEC03.05.01

12 Document employee CDA certifications. HUEC03.05.02

13 Document continuing education classes. HUEC03.05.03

Create and maintain relationships between staff and parents/family members to encourage involvement and facilitate child development and learning. HUEC04

1 Develop activities that promote staff and parent/family member involvement. HUEC04.01.01

2 Greet parents and family members when they enter the program or classroom. HUEC04.01.02

3 Use correct names for parents and family members. HUEC04.01.03

4 Listen and talk to parents and families about their expectations and hopes. HUEC04.01.04

5 Document parents' actions and comments indicating understanding of information provided. HUEC04.01.05

6 Show respect for various family structures. HUEC04.01.06

7 Demonstrate strategies to establish and communicate the parent's and family's role as primary teachers. HUEC04.02.01

8 Request parents' suggestions for curriculum development. HUEC04.02.02

9 Discuss child's progress with parents at formal and informal meetings. HUEC04.02.03

10 Suggest developmentally appropriate activities that the parent can do with their child at home. HUEC04.02.04

11 Educate families on the development of their child. HUEC04.03.01

12 Write and phone parents/family regularly to inform them about child's progress and activities. HUEC04.03.02

13 Provide parents with developmental information about their child and typically developing children of their child's age. HUEC04.03.03

Evaluate safety and sanitation procedures associated with the early childhood education environment to assure compliance and prevent potential hazards. [HUEC05](#)

- 1 Meet health requirements. [HUEC05.01.01](#)
- 2 Provide a safe and sanitary environment. [HUEC05.01.02](#)
- 3 Provide and maintain safety indoors and outdoors. [HUEC05.02.01](#)
- 4 Provide supervision at all times. [HUEC05.02.02](#)
- 5 Respond to emergency situations appropriately. [HUEC05.03.01](#)
- 6 Follow organizational policies and procedures. [HUEC05.03.02](#)

Adhere to ethical and legal responsibilities, laws and regulations to protect children and families. [HUEC06](#)

- 1 Comply with early childhood education laws and regulations. [HUEC06.01.01](#)
- 2 Follow through with reporting cases of child abuse. [HUEC06.01.02](#)
- 3 Maintain confidentiality when handling any information concerning children, parents, or other staff members. [HUEC06.01.03](#)
- 4 Demonstrate respect for diversity in the early childhood environment. [HUEC06.02.01](#)
- 5 Treat children, parents, and other staff with respect at all times. [HUEC06.02.02](#)
- 6 Recognize abuse and neglect. [HUEC06.03.01](#)
- 7 Identify documentation needed in the reporting process. [HUEC06.03.02](#)
- 8 Determine appropriate authorities and agencies for reporting incidents. [HUEC06.03.03](#)
- 9 Report incidents following proper procedures. [HUEC06.03.04](#)

Apply principles of child growth and development, including social, emotional, physical and cognitive milestones, to provide comprehensive program offerings. [HUEC07](#)

- 1 Evaluate curriculum for compliance with state-specific and NAEYC standards. [HUEC07.01.01](#)
- 2 Observe, assess, and document children's participation type and level. [HUEC07.01.02](#)
- 3 Observe, assess, and document children's developmental progress. [HUEC07.01.03](#)
- 4 Document that curriculum meets standards. [HUEC07.01.04](#)
- 5 Evaluate child's strengths and needs. [HUEC07.02.01](#)
- 6 Create rapport with the children and parents/family members. [HUEC07.02.02](#)
- 7 Analyze children's developmental level from observation and elicited information. [HUEC07.02.03](#)

8 Recognize developmental delays in children. HUEC07.02.04

9 Analyze information and observations to individualize a plan of instruction for each child. HUEC07.03.01

10 Observe, assess, and document that children can follow the plan successfully. HUEC07.03.02

11 Observe, assess, and document children's progress. HUEC07.03.03

12 Plan developmentally appropriate activities and lesson plans to reflect various cultures, interests, and developmental levels. HUEC07.04.01

13 Observe, assess, and document children's progress. HUEC07.04.02

14 Plan learning activities focused on various cultures. HUEC07.04.03

15 Plan activities and practices that support the development of special needs children. HUEC07.04.04

16 Implement activities and lesson plans to reflect various interests, cultures, and developmental levels including special needs. HUEC07.05.01

17 Observe, assess, and document children's progress. HUEC07.05.02

18 Identify community agencies to provide special needs services. HUEC07.05.03

19 Provide books, posters, food, and music that represent diversity. HUEC07.05.04

Evaluate curriculum for inclusiveness of children with special needs. HUEC08

1 Evaluate curriculum for inclusiveness of children with special needs. HUEC08.01.01