Oregon CTE

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

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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

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nitiate communication as needed to resolve situations. HUEC03.03.01

espond 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

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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

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	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