

EARLY CHILDHOOD DEVELOPMENT PRACTITIONER

Schematic Code 13800 (31000188)

I. DESCRIPTION OF WORK

Positions in this banded class are involved in the care and instruction of children aged 6 weeks through pre-school. Work in this area is usually tied to research projects and/or children with specialized developmental needs. Duties may involve providing for the physical, emotional, and social well-being of children; developing and/or carrying out curricula and individualized educational programs; collecting and maintaining data and other information for researchers or other medical professionals; performing administrative duties such as completing progress reports and record-keeping requirements; professionally communicating developmental progress and/or concerns with parents, supervisors, and other care-givers; providing one-on-one developmental, behavioral, and/or emotional instruction; and providing guidance on proper behavior. Positions are responsible for ensuring each child's basic needs are met, such as diapering, feeding, clothing, etc. Positions may also be responsible for administering first aid, CPR, and/or medication as needed. Positions are required to comply with all applicable childcare facility and governmental regulations.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level provide for children's basic needs and assist in carrying out established instructional plans. They may participate in home visits, workshops, or community-involvement programs.	Positions at this level are fully involved in providing physical care as well as delivery of individual or group instructional plans.	Positions at this level oversee provision of care, as well as develop and implement instructional plans.

III. COMPETENCIES

Competency	Definition
Communication	Ability to effectively convey information to supervisors, parents, other caregivers, medical personnel, and/or research professionals regarding each child's developmental progress. Ability to communicate necessary classroom information to parents and other caregivers. Ability to further organization goals through participation in community programs and/or workshops. Ability to convey information clearly and concisely orally and/or in writing to ensure understanding. Ability to listen and respond appropriately to others.
Child Care and Instruction	Ability to lead and instruct children in educational and developmental activities to meet the needs of established curricula and program objectives. Knowledge of and ability to use a variety of techniques to instruct and guide children with developing basic self-care and socialization skills. Ability to provide age-appropriate basic care and attend to specialized needs as required.
Curriculum Implementation	Ability to deliver and/or design a course of instruction or care for children, delivered to a group or individualized for special needs. Knowledge of concepts of early childhood development and developing/maintaining schedules for learning and other activities.
Safety	Ability to ensure well-being of children by maintaining a facility free from potential danger. Ability to administer first aid or medication as appropriate. Ability to adhere to applicable guidelines and training requirements, such as CPR, SIDS, etc. Ability to respond quickly in taking corrective action.
Administration	Ability to collect and maintain data for record-keeping requirements, developmental check-ups, and/or accreditation standards. Ability to handle clerical needs of the classroom, including ordering supplies, maintaining files, etc. Ability to enhance skills and keep current with developments and trends in early childhood education.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Communication

Ability to effectively convey information to supervisors, parents, other caregivers, medical personnel, and/or research professionals regarding each child’s developmental progress. Ability to communicate necessary classroom information to parents and other caregivers. Ability to further organization goals through participation in community programs and/or workshops. Ability to convey information clearly and concisely orally and/or in writing to ensure understanding. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to provide effective verbal feedback to parents regarding daily interactions.</p> <p>Ability to collect/record routine information effectively in written form regarding daily interactions.</p>	<p>Ability to provide effective feedback to leadership regarding developmental progress and classroom needs.</p> <p>Ability to convey information effectively in written form to parents and other caregivers such as daily progress reports or classroom observations.</p> <p>Ability to further organizational mission and goals through participation in community outreach.</p>	<p>Ability to provide effective feedback to researchers and/or medical professionals regarding the developmental, physical, or emotional needs of the child.</p> <p>Ability to convey information effectively in written form, including newsletters, classroom materials, and evaluative information for research or medical reports.</p> <p>Ability to conduct home visits and lead community programs.</p>

Child Care and Instruction

Ability to lead and instruct children in educational and developmental activities to meet the needs of established curricula and program objectives. Knowledge of and ability to use a variety of techniques to instruct and guide children with developing basic self-care and socialization skills. Ability to provide age-appropriate basic care and attend to specialized needs as required.

Contributing	Journey	Advanced
<p>Ability to provide basic physical care of children under regular supervision.</p> <p>Ability to report socialization and behavioral teaching needs to leadership.</p>	<p>Ability to apply knowledge of childcare techniques to ensure basic physical care of children.</p> <p>Ability to work with children in groups and individually to model socialization and behavior skills.</p>	<p>Ability to oversee provision of basic physical care of children.</p> <p>Ability to apply specialized knowledge of early childhood development to monitor and teach socialization and behavior skills.</p>

Curriculum Implementation

Ability to deliver and/or design a course of instruction or care for children, delivered to a group or individualized for special needs. Knowledge of concepts of early childhood development and developing/maintaining schedules for learning and other activities.

Contributing	Journey	Advanced
Ability to assist in delivering established instructional plans.	Ability to carry out varied instructional plans for assigned age groups. Ability to provide feedback regarding curriculum comprehension to leadership.	Ability to design, implement and manage curriculum. Ability to set standards and goals, and establish means to measure progress

Safety

Ability to ensure well-being of children by maintaining a facility free from potential danger. Ability to administer first aid or medication as appropriate. Ability to adhere to applicable guidelines and training requirements, such as CPR, SIDS, etc. Ability to respond quickly in taking corrective action.

Contributing	Journey	Advanced
Ability to perform routine checks to ensure facilities are free of safety hazards. Ability to provide preventive care, first aid, and medication as directed.	Ability to apply knowledge of safety techniques to facilities and children. Ability to provide preventive measures, first aid, medication, and treatments as necessary.	Ability to oversee safety programs and standards. Ability to implement preventive and corrective actions.

Administration

Ability to collect and maintain data for record-keeping requirements, developmental check-ups, and/or accreditation standards. Ability to handle clerical needs of the classroom, including ordering supplies, maintaining files, etc. Ability to enhance skills and keep current with developments and trends in early childhood education.

Contributing	Journey	Advanced
<p>Ability to maintain inventory of supplies for the classroom.</p> <p>Ability to log daily activities as needed.</p> <p>Ability to attend skill development programs as required.</p>	<p>Ability to maintain classroom inventory including ordering.</p> <p>Ability to guide activities of classroom assistants.</p> <p>Ability to maintain various records as needed.</p>	<p>Ability to collect and maintain medical or research data.</p> <p>Ability to organize and plan work of classroom assistants.</p> <p>Ability to train new staff.</p> <p>Ability to ensure completion of required governmental and facility record-keeping.</p>

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and one year of related childcare experience; or equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.