# **Work Process Schedule**

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| Early Childhood Educator |
| **Job Description:** Instruct preschool-aged students, following curricula or lesson plans, in activities designed to promote social, physical, and intellectual growth. |
| **RAPIDS Code:** 3004 | **O\*NET Code:** 25-2011.00 |
| **Estimated Program Length:** 1 Year |
| **Apprenticeship Type:** [ ]  Competency-Based [x]  Time-Based [ ]  Hybrid |

Suggested On-the-Job Learning Outline

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| Teach life skills. | Approximate Hours |
|  A. Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills. |   |
|  B. Teach proper eating habits and personal hygiene. |   |
| **Total Hours** |  |

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| Provide for basic needs of children. | Approximate Hours |
|  A. Serve meals and snacks in accordance with nutritional guidelines. |   |
|  B. Attend to children's basic needs by feeding them, dressing them, and changing their diapers. |   |
|  C. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them. |   |
| **Total Hours** |  |

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| Set up classroom materials or equipment. | Approximate Hours |
|  A. Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play. |   |
|  B. Prepare materials and classrooms for class activities. |   |
|  C. Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety. |   |
| **Total Hours** |  |

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| Establish rules or policies governing student behavior. | Approximate Hours |
|  A. Establish and enforce rules for behavior and procedures for maintaining order. |   |
| **Total Hours** |  |

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| Modify teaching methods or materials to accommodate student needs. | Approximate Hours |
|  A. Adapt teaching methods and instructional materials to meet students' varying needs and interests. |   |
| **Total Hours** |  |

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| Discuss student progress with parents or guardians. | Approximate Hours |
|  A. Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development. |   |
|  B. Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists. |   |
| **Total Hours** |  |

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| Discuss problems or issues with supervisors. | Approximate Hours |
|  A. Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists. |   |
|  B. Meet with other professionals to discuss individual students' needs and progress. |   |
| **Total Hours** |  |

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| Monitor student behavior, social development, or health. | Approximate Hours |
|  A. Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists. |   |
|  B. Observe and evaluate children's performance, behavior, social development, and physical health. |   |
| **Total Hours** |  |

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| Plan educational activities. | Approximate Hours |
|  A. Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips. |   |
|  B. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. |   |
| **Total Hours** |  |

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| Evaluate student work. | Approximate Hours |
|  A. Observe and evaluate children's performance, behavior, social development, and physical health. |   |
| **Total Hours** |  |

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| Maintain student records. | Approximate Hours |
|  A. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. |   |
| **Total Hours** |  |

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| Monitor student performance. | Approximate Hours |
|  A. Observe and evaluate children's performance, behavior, social development, and physical health. |   |
| **Total Hours** |  |

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| Read to students. | Approximate Hours |
|  A. Read books to entire classes or to small groups. |   |
| **Total Hours** |  |

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| Develop instructional objectives. | Approximate Hours |
|  A. Establish clear objectives for all lessons, units, and projects and communicate those objectives to children. |   |
| **Total Hours** |  |

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| Apply multiple teaching methods. | Approximate Hours |
|  A. Demonstrate activities to children. |   |
| **Total Hours** |  |

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| Arrange childcare or educational settings to ensure physical safety of children. | Approximate Hours |
|  A. Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety. |   |
| **Total Hours** |  |

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| Enforce rules or policies governing student behavior. | Approximate Hours |
|  A. Enforce all administration policies and rules governing students. |   |
| **Total Hours** |  |

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| Develop strategies or programs for students with special needs. | Approximate Hours |
|  A. Prepare and implement remedial programs for students requiring extra help. |   |
| **Total Hours** |  |

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| Collaborate with other teaching professionals to develop educational programs. | Approximate Hours |
|  A. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula. |   |
|  B. Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs. |   |
| **Total Hours** |  |

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| Attend training sessions or professional meetings to develop or maintain professional knowledge. | Approximate Hours |
|  A. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence. |   |
| **Total Hours** |  |

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| Assist students with special educational needs. | Approximate Hours |
|  A. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms. |   |
| **Total Hours** |  |

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| Display student work. | Approximate Hours |
|  A. Organize and label materials and display students' work in a manner appropriate for their ages and perceptual skills. |   |
| **Total Hours** |  |

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| Prepare reports detailing student activities or performance. | Approximate Hours |
|  A. Prepare reports on students and activities as required by administration. |   |
| **Total Hours** |  |

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| Plan experiential learning activities. | Approximate Hours |
|  A. Plan and supervise class projects, field trips, visits by guests, or other experiential activities and guide students in learning from those activities. |   |
| **Total Hours** |  |

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| Supervise school or student activities. | Approximate Hours |
|  A. Perform administrative duties, such as hall and cafeteria monitoring and bus loading and unloading. |   |
| **Total Hours** |  |

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| Distribute instructional or library materials. | Approximate Hours |
|  A. Select, store, order, issue, and inventory classroom equipment, materials, and supplies. |   |
| **Total Hours** |  |

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| Evaluate performance of educational staff. | Approximate Hours |
|  A. Supervise, evaluate, and plan assignments for teacher assistants and volunteers. |   |
| **Total Hours** |  |

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| Maintain inventories of materials, equipment, or products. | Approximate Hours |
|  A. Select, store, order, issue, and inventory classroom equipment, materials, and supplies. |   |
| **Total Hours** |  |

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| Order instructional or library materials or equipment. | Approximate Hours |
|  A. Select, store, order, issue, and inventory classroom equipment, materials, and supplies. |   |
| **Total Hours** |  |

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| Supervise student research or internship work. | Approximate Hours |
|  A. Supervise, evaluate, and plan assignments for teacher assistants and volunteers. |   |
| **Total Hours** |  |

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| Administer tests to assess educational needs or progress. | Approximate Hours |
|  A. Administer tests to help determine children's developmental levels, needs, and potential. |   |
| **Total Hours** |  |

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| Serve on institutional or departmental committees. | Approximate Hours |
|  A. Attend staff meetings and serve on committees as required. |   |
| **Total Hours** |  |

**Total OJL Hours: \_\_\_\_\_\_\_**

## Suggested Related Instruction Outline

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| Provider |
| **Name:**  |
| **Address:**  |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** XXX |

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| **\*CIP Code** | **Course Title** | **Contact Hours** |
| 13.1208 | Waldorf/Steiner Teacher Education |  |
| 19.0708 | Child Care and Support Services Management |  |
| 13.1209 | Kindergarten/Preschool Education and Teaching |  |
| 13.1210 | Early Childhood Education and Teaching |  |
| 13.1212 | International Teaching and Learning |  |
| 13.1401 | Teaching English as a Second or Foreign Language/ESL Language Instructor |  |
| 13.0201 | Bilingual and Multilingual Education |  |
| 13.1402 | Teaching French as a Second or Foreign Language |  |
| 13.1206 | Teacher Education, Multiple Levels |  |
| 13.1499 | Teaching English or French as a Second or Foreign Language, Other |  |
| 13.1207 | Montessori Teacher Education |  |
| 19.0706 | Child Development |  |
| **Total** |  |  |

\*If related course number data are available, information displayed includes the Classification of Instructional Programs (CIP) code that best represents the field of study, course, or program. CIP provides a taxonomic scheme that supports the accurate tracking and reporting of educational programs. CIP is developed and maintained by the U.S. Department of Education.