



ENDORSED BY
CHILD
DEVELOPMENT
ASSOCIATION

**EARLY CARE & EDUCATION
CHILD CARE DIRECTOR
SKILLS STANDARDS
OD27105**

COMPETENCY-BASED EDUCATION: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

TRUE TO OUR PURPOSE

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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**EARLY CARE & EDUCATION
CHILD CARE DIRECTOR*
SKILLS STANDARDS
Frequency and Criticality Ratings**

Duty BA: Determining Professional Readiness for Director Responsibilities

Duty BB: Planning for Business Success

Duty BC: Planning for Educational Practice

Duty BD: Establishing a Record Keeping System

Duty BE: Hiring, Training, and Retaining Employees

Duty BF: Developing Communication Skills for Business Success

DUTY BA: Determining Professional Readiness for Director Responsibilities

CODE	TASK	F/C
BA.01	List the responsibilities of the child care director in child care centers and in family child care homes	1/3
BA.02	Seek and attain professional development opportunities for self	1/3
BA.03	List necessary attributes and skills of a child care director	1/3
BA.04	Discuss ethics as they relate to a child care business	2/3
BA.05	Explain how the child care director should serve as a role model and as an advocate (for developmentally appropriate practice and for legislative concerns)	2/3
BA.06	Identify guidelines for balancing work and family as a family child care provider	1/3
BA.07	Describe personal readiness for child care director responsibilities	1/3
BA.08	Identify major aspects of entrepreneurial thinking	1/3
BA.09	List essential characteristics of successful entrepreneurs	1/3
BA.10	Identify general guidelines for succeeding as an entrepreneur	1/3
BA.11	Describe entrepreneurial personality traits	1/2
BA.12	Describe personal readiness for starting a child care business	1/3
BA.13	Demonstrate effective time management and delegation practices	3/3

DUTY BB: Planning for Business Success

CODE	TASK	F/C
BB.01	List resources required for successful business start-up (i.e., financial, insurance, site selection, and zoning laws, etc.) and operation	1/3
BB.02	Identify major milestones toward achieving licensing and developmentally appropriate classroom practice	1/3
BB.03	Lead child care center staff through national accreditation process	1/3
BB.04	Explain the purpose of components in a basic business plan	1/3

*Prerequisites: Entry Level Teacher (ELCCT)
Teacher Assistant
Master Teacher

BB.05	Identify sources of information for business planning	1/3
BB.06	Describe the users of center-based and home-based child care services according to research results	1/3
BB.07	Identify options for marketing child care services according to the advantages and disadvantages of each option	1/3
BB.08	State the uses of an organizational chart	1/3
BB.09	Prepare an organizational chart for a child care business	1/3
BB.10	Discuss requirements/compliances affecting facility layout, design, and management of a child care center	1/3
BB.11	Discuss considerations involved in the lease or purchase of a building (occupancy permits, zoning restrictions, loan application and cost calculations, choosing a site, etc.) for a child care center	1/3
BB.12	Establish a maintenance schedule to keep equipment in the child care center operating safely	1/3
BB.13	Establish and maintain security practices for the child care center	3/3
BB.14	Oversee maintenance and janitorial service for the child care center (i.e., building, grounds, vehicles)	3/3
BB.15	Adjust to potential situations dealing with layout and design for a child care center	1/2
BB.16	Explain options for adapting home spaces to child care functions in a family child care home (including child proofing the home)	1/3
BB.17	Determine needs for turning a home into a learning environment for children	1/3
BB.18	Identify factors affecting the profitability of a child care business (including immediate costs and time to realize maximum income in a family child care home)	1/3
BB.19	Read and interpret a profit and loss statement	1/3
BB.20	Develop a fee policy structure	1/3
BB.21	Identify components of a start-up and operating budget for a child care center and a family child care home	1/3
BB.22	List cost-cutting strategies for a family child care home	1/3
BB.23	Calculate operating expenses	1/3
BB.24	Explain the legal considerations relating to the child care program (i.e., child disenrollment, contract negotiation, liability)	1/3
BB.25	Calculate tuition rates	1/3
BB.26	Determine the feasibility of a family care home (determine needed income, research income potential, check demand vs. availability)	1/3
BB.27	Discuss taxes relating to a child care business (center or home, state or federal)	1/3
BB.28	Identify direct expenses, house expenses, and capital expenditures for a family child care home	1/3
BB.29	Demonstrate knowledge of federal taxes for a child care center or home	1/3

DUTY BC: Planning for Educational Practice

CODE	TASK	F/C
BC.01	Identify the characteristics of a vision statement	1/2
BC.02	Describe your vision for a child care center incorporating activities and developmentally appropriate practices	1/2

BC.03	Explain purposes of a philosophy statement (including sharing it with employees, parents, and community)	1/2
BC.04	Develop a philosophy statement	1/2
BC.05	Explain the importance of linking knowledge of classroom teaching, developmentally appropriate practice, and appropriate activities and learning experiences for children to an education plan for a child care center or home	2/3
BC.06	Establish a mentoring program for new employees	1/2
BC.07	List the basic elements of an education plan	1/2
BC.08	Develop an education plan for a child care center or family child care home	1/3
BC.09	Develop appropriate room arrangements to enhance the learning environment	1/3
BC.10	Manage shared space effectively	2/3
BC.11	Identify director concerns related to planning and conducting field trips	1/3
BC.12	Establish policies regarding child enrollment and disenrollment	1/3
BC.13	Establish standard parent and center contracts	1/3

DUTY BD: Establishing a Record Keeping System

CODE	TASK	F/C
BD.01	Explain the importance of keeping records and establishing a filing system for a child care facility	1/3
BD.02	Identify types of children's records (source, description/contents, frequency of creation, etc.) <ul style="list-style-type: none"> • Attendance records • Birth dates list • Child record card • Daily/weekly communication form (to parents) • Doctor's permission to return • Immunization and allergy records • Incident reports • Legal records • Medical consent/authorization form • Sign-in/sign-out (dropped off/picked up) form • Transportation permission 	1/3
BD.03	Identify types of compliance records (source, description/contents, frequency of creation, etc.) <ul style="list-style-type: none"> • Bulletin board postings (fire, emergency procedures/command chain, menu, etc.) • Child care food programs/CACFP • Contracts (food programs, commodities, etc.) • CPR (pediatric) and first aid • Emergency drill records • Licensing application and renewal records • Visit records (visits from licensing authorities) 	1/3
BD.04	Identify types of staff records (source, description/contents, frequency of creation, etc.)	1/3

	<ul style="list-style-type: none"> • Attendance records • Background checks • Employee information sheet • Health records • Performance evaluation records • Training and certification records/Professional Development Record (including renewals) 	
BD.05	<p>Identify types of financial/operating records (source, description/contents, frequency of creation, etc.)</p> <ul style="list-style-type: none"> • Audit records • Budget records • Class list • DHS claims (AF not equal to files form) • Enrollment application • Fees/payment form • Insurance records • Inventory and supply records • Menu planning form • Office supplies • Overdue payment letter/card • Payment handbook release • Payroll records • Phone list • Purchasing records • Recipe file • Shopping list • Tax records • Third party • Purchase service agreements • Waiting list 	1/3
BD.06	List guidelines for developing or obtaining forms for record keeping (including state-mandated forms)	1/3
BD.07	Identify options for records management (in-house or service, software, filing systems, etc.)	1/3
BD.08	Identify computer applications useful in operating a child care business	1/3
BD.09	List general guidelines for maintaining records	1/3
BD.10	List common errors in record keeping	1/2
BD.11	Complete appropriate child care records/forms	3/3
BD.12	Identify errors on completed child care records/forms	1/3

DUTY BE: Hiring, Training, and Retaining Employees

CODE	TASK	F/C
BE.01	Explain how to determine minimum (based on standards/regulations) and ideal	1/3

	staffing levels	
BE.02	Calculate staffing requirements based on scenarios	1/3
BE.03	Identify essential characteristics of a job description	1/3
BE.04	Develop a job description for a child care position	1/3
BE.05	List sources for recruiting employees/staff	1/3
BE.06	Outline the hiring process from recruitment to selection	1/3
BE.07	Identify appropriate and inappropriate interview questions	1/3
BE.08	Identify guidelines for planning and conducting employee/staff interviews	1/3
BE.09	Explain the need for a background check of prospective employees/staff	1/3
BE.10	List resources useful in checking references	1/3
BE.11	Conduct an interview (mock interview)	1/3
BE.12	Describe the contents of an orientation for employees (according to licensing standards of 9/97)	1/3
BE.13	Discuss factors related to scheduling employees/staff	1/3
BE.14	Describe responses to situations involving employee/staff scheduling	1/3
BE.15	Explain the importance of incorporating employee personal goals in staff development	1/3
BE.16	List benefits of employee exit interviews (benefits to individual and business)	1/3
BE.17	Identify requirements and opportunities for employee/staff training	1/3
BE.18	Characterize sources for training by the advantages and disadvantages of each source (agencies, school courses, conferences, self-study via CD-ROM and online sources, etc.)	1/3
BE.19	List sources of training for a specific training topic	1/3
BE.20	Define a differential salary schedule	1/3
BE.21	Apply a differential salary schedule	1/3
BE.22	Identify applicable labor laws/employment practices	1/3
BE.23	Describe purposes of employee/staff evaluations	1/3
BE.24	Explain how to link education and training in a career ladder for child care center employees	1/3
BE.25	Describe guidelines for conducting employee/staff evaluations	1/3
BE.26	Explain legal considerations relating to employee termination	1/3
BE.27	Describe responses to situations involving employee/staff evaluations	1/3
BE.28	Identify signs of stress in the child care profession and possible interventions with self and others	1/3
BE.29	Identify options for avoiding burn-out	

DUTY BF: Developing Communication Skills for Business Success

CODE	TASK	F/C
BF.01	Explain how public relations relates to a child care business	2/3
BF.02	Discuss functions and content of a written safety plan, policy handbook, and parent handbook	1/3
BF.03	Develop a parent handbook	1/3
BF.04	Describe the contents of an orientation for parents	1/3

BF.05	Identify methods for communicating with parents (i.e., conferences, mailboxes, newsletters), employees, and owners/board of directors	2/3
BF.06	List guidelines for holding a staff meeting	1/3
BF.07	List guidelines for responding to confrontational situations (i.e., custodial parents, angry or difficult employees)	1/3
BF.08	Describe responses to situations involving communication with parents (i.e., overdue payment, concerns about child)	1/3
BF.09	Describe responses to situations involving confrontational situations (parents, employees)	1/3
BF.10	Identify elements of effective policies	1/3
BF.11	Develop policies covering specific policy areas (i.e., hiring, terminating employment, planning field trips)	1/3
BF.12	Explain the importance of formal and informal communications with agencies, licensing authorities, and regulatory authorities (i.e., health department, fire department, food service personnel, sales personnel for food, equipment and supplies, books)	1/3
BF.13	Identify required/formal communications and their frequency (to whom, content, how often)	2/3
BF.14	State general guidelines for coordinating communications with licensing and regulatory authorities	1/3
BF.15	Describe responses to situations involving communication with agencies and authorities	1/3
BF.16	Identify formats for business letters	1/3
BF.17	Develop a business letter to request information	1/3
BF.18	Discuss the value of grant opportunities to a child care business	1/3
BF.19	Outline a broad strategy for writing a proposal in response to a grant announcement/opportunity	1/3
BF.20	Locate proposal requirements in a sample grant announcement	1/3