***Wisconsin Child Care Teacher***

***Cooperative Education***

***Certificate Assessment***

The *Wisconsin Child Care Teacher Cooperative Education Certificate* recognizes a student’s mastery of employability skills valued by employers in a variety of worksite settings while helping students explore career interests. The program allows:

* students to document their employability skills
* employers to assess the skills they are looking for in quality employees
* educators to customize instruction to help students to acquire skills that today’s workplace requires

***Areas to Complete***

|  |  |
| --- | --- |
| **Part 1- Employability Skills and Attitudes** | **Part 2- Child Care Teacher Skills** |
| ***Personal Work Habits and Attitudes Competencies*** | ***Technical Competencies*** |
| 1. Develop positive relationships with others
2. Communicate effectively with others
3. Collaborate with others
4. Maintain composure under pressure
5. Demonstrate integrity
6. Perform quality work
7. Provide quality goods or service (internal and external)
8. Show initiative and self direction
9. Adapt to change
10. Demonstrate safety and security regulations and practices
11. Apply job related technology, information, and media
 | 1. Create a physically safe and emotionally secure environment for children both inside and outside of the center
2. Apply theories of developmentally appropriate practice to classroom situations
3. Cultivate positive relationships with children in a child care setting
4. Guide children in appropriate behaviors
5. Create developmentally appropriate activities for a variety of child care curricular areas
6. Facilitate developmentally appropriate activities for a variety of child care curricular areas
7. Develop a career portfolio
8. Adhere to current USDA dietary guidelines and WI state licensing
9. Adhere to current licensing regulations concerning health and safety of children
10. Implement modifications to accommodate special needs
 |
| ***Personal and Professional Development Competencies***  |
| 1. Fulfill training or certification requirements for employment
2. Set personal goals for improvement
 |

***Directions for Employer***

Thank you for your help in mentoring an entry-level employee at the beginning of their work experiences to become a more effective future employee. Please use this student portfolio checklist to rate the employee based on the ***3-2-1 scale***. Select the appropriate ***work experience environment code or codes*** to show where the student has demonstrated the skills or attitudes. Be sure to provide as much feedback as possible to the student under ***comments***. Periodically, review these competencies with the employee throughout the year. If you cannot assess the employee on some of the items due to lack of access to practice or opportunity to observe the skill, please rank the student at a 1 level and provide ways for the student to gain this experience in the ***goal*** section after the category.

|  |  |  |
| --- | --- | --- |
|  | STUDENT information |  |
| Student/Employee Name      | Supervising Teacher      | Supervising Teacher’s Email      |
| Student Grade      | Student Address: (Street, City, State, and Zip)      |
| Student Email      | Student Telephone *Area/No.*      |
| School District      | School Name and Address: (Street, City, State, and Zip)      |
|  | **MENTOR/WORKSITE INFORMATION** |  |
| Workplace Mentor      | Mentor’s E-Mail Address      | Mentor’s Phone      |
| Student’s Position      | Start Date      |
| Work-Based Learning Site *(Employer name, street address, city, state, zip code)*      |
| Primary Responsibilities:       |

***School:*** Please review this ***Certificate Assessment*** (student portfolio checklist) with the participating employee and ensure that s/he understands the items to be assessed. Between the employer, community based partner, or the school, all items must be rated.

***Rating Scale: Work Experience Environment Code:***

|  |  |  |
| --- | --- | --- |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |  **SB** School Based (Supervising Teacher)  **WB** Work Based (Workplace Mentor) **CB** Community Basedor Service Agency Based |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays behavior |

***Part 1: Employability Skills and Attitudes***

|  |
| --- |
| ***Personal Work Habits and Attitudes*** |
| 1. **Develops positive relationships with others**

*Examples of qualities and habits that the employee might exhibit include . . .** Interacts with others with respect and in a non-judgmental manner
* Responds to others in an appropriate and non-offensive manner
* Helps co-workers and peers accomplish tasks or goals
* Applies problem-solving strategies to improve relations with others
* When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Communicates effectively with others**

*Examples of qualities and habits that the employee might exhibit include . . .** Adjusts the communication approach for the target audience, purpose, and situation to maximize impact
* Organizes messages/information in a logical and helpful manner
* Speaks clearly and writes legibly
* Models behaviors to show active listening
* Applies what was read to actual practice
* Asks appropriate questions for clarity
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Collaborates with Others**

*Examples of qualities and habits that the employee might exhibit include . . .** Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities
* Shares responsibility for collaborative work and decision making
* Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise
* Avoids contributing to unproductive group conflict
* Shares information and carries out responsibilities in a timely manner
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Maintains composure under pressure**

*Examples of qualities and habits that the employee might exhibit include . . .** Uses critical thinking skills to determine the best options or outcomes when faced with a challenging situation
* Carries out assigned duties while under pressure
* Acts in a respectful, professional, and non-offensive manner while under pressure
* Applies stress management techniques to cope under pressure
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Demonstrates integrity**

*Examples of qualities and habits that the employee might exhibit include . . .** Carries out responsibilities in an ethical, legal, and confidential manner
* Responds to situations in a timely manner
* Takes personal responsibility to correct problems
* Models behaviors that demonstrate self-discipline, reliability, and dependability
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Performs quality work**

*Examples of qualities and habits that the employee might exhibit include . . .** Carries out written and verbal directions accurately
* Completes work efficiently and effectively
* Performs math accurately
* Conserves resources, supplies, and materials to minimize cost and environmental impact
* Uses equipment, technology, and work strategies to improve workflow
* Applies problem-solving strategies to improve productivity
* Adheres to worksite regulations and practices
* Maintains an organized work area
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Provides quality goods or service (internal and external)**

*Examples of qualities and habits that the employee might exhibit include . . .** Shows support for the organizational goals and principles by own personal actions
* Displays a respectful and professional image to customers
* Displays an enthusiastic attitude and desire to take care of customer needs
* Seeks out ways to increase customer satisfaction
* Produces goods to workplace specifications
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Shows initiative and self-direction**

*Examples of qualities and habits that the employee might exhibit include . . .** Prioritizes and carries out responsibilities without being told
* Responds with enthusiasm and flexibility to handle tasks that need immediate attention
* Reflects on any unsatisfactory outcome as an opportunity to learn
* Improves personal performance by doing something different or differently
* Analyzes how own actions impact the overall organization
* Supports own actions with sound reasoning and principles
* Balances personal activities to minimize interference with work responsibilities
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Adapts to change**

*Examples of qualities and habits that the employee might exhibit include . . .** Shows flexibility and willingness to learn new skills for various job roles
* Uses problem-solving and critical-thinking skills to cope with changing circumstances
* Modifies own work behaviors based on feedback, unsatisfactory outcomes, efficiency, and effectiveness
* Displays a "can do" attitude
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Demonstrates safety and security regulations and practices**

*Examples of qualities and habits that the employee might exhibit include . . .** Follows personal safety requirements
* Maintains a safe work environment
* Demonstrates professional role in an emergency
* Follows security procedures
* Maintains confidentiality
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Applies job-related technology, information, and media**

*Examples of qualities and habits that the employee might exhibit include . . .** Applies technology effectively in the workplace
* Accesses and evaluates information on the job
* Accesses training manuals, websites, or other media related to the job
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **Personal Work Habits and Attitudes Subtotal**Student/Employee must earn a subtotal of at least 22 out of a possible 33 for certification.  |       |

|  |
| --- |
| ***Personal and Professional Development***  |
| 1. **Fulfills training or certification requirements for employment**

*Examples of this requirement may include. . .** Participation in required career-related training and/or educational programs
* Passing certification tests to qualify for licensure and/or certification
* Participation in company training or orientation
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| 1. **Sets personal goals for improvement**

*Examples of this requirement may include. . .** Setting goals that are specific and measureable
* Setting work-related goals that align with the organization's mission
* Identifying strategies to reach goals
* Reflecting on goal progress to regularly evaluate and modify goals
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **Personal and Professional Development Subtotal**Student/Employee must earn a subtotal of at least 4 out of a possible 6 for certification.  |       |

***Part 2: Child Care Teacher Skills***

|  |
| --- |
| ***Center Environment*** |
| **1. Create a physically safe and emotionally secure environment for children both inside and outside of the center** *Students demonstrate their competence when they:** Follow state licensing protocol for center safety (i.e. Extension cords, location of materials, child pick up and drop off)
* Follow protocol for emergency situations (strangers, fire, tornado, etc.)
* Practice the center evacuation plan
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Children*** |
| **2. Apply theories of developmentally appropriate practice to classroom situations***Students demonstrate their competence when they:** Identify the development stage of the child
* Relate to the developmental needs of the child
* Relate theories of child development to classroom situations
* Demonstrate characteristics of a quality child care worker implementing developmentally appropriate practice
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Guiding Children*** |
| **3. Cultivate positive relationships with children in a child care setting***Students demonstrate their competence when they:** Model appropriate interpersonal skills
* Initiate and foster positive relationships
* Treat all children equally
* Demonstrate problem prevention skills
* Demonstrate intervention skills
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **4. Guide children in appropriate behaviors***Students demonstrate their competence when they:** Identify the challenging behavior in need of guidance
* Suggest factors that contribute to the behavior
* Identify strategies that will appropriately address the challenging behavior
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Activities Curriculum*** |
| **5. Create developmentally appropriate activities for a variety of child care curricular areas***Students demonstrate their competence when:* * Activities are relevant, educational and meaningful to children
* Activities are culturally sensitive
* Activities are age appropriate
* Activities are individually appropriate
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **6. Facilitate developmentally appropriate activities for a variety of child care curricular areas** *Students demonstrate their competence when they:** Are prepared for the lesson (written plan, materials, supplies, etc.)
* Introduce the activity and motivate the children
* Engage children in the lesson
* Follow the written plan and monitor and adjust as needed
* Present the content clearly and accurately
* Give children feedback on how they are doing
* Effectively close or transition the activity
* Reflect on the lesson and plan for improvement
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Professional Development*** |
| **7. Develop a career portfolio***Students demonstrate their competence when the portfolio:** Includes a cover page and table of contents
* Includes a resume
* Includes certifications
* Includes a letter of recommendation
* Includes selected projects and work samples
* Includes a future career plan
* Is professionally presented
* Includes the skills certificate final evaluation (when received)
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Food and Nutrition*** |
| **8. Adhere to current USDA dietary guidelines and WI state licensing***Students demonstrate their competence when they:* * Examine the impact of culture on food choices
* Analyze menus using the USDA dietary guidelines
* Recommend menu improvements
* Promote healthy eating for children and families
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Health and Safety*** |
| **9. Adhere to current licensing regulations concerning health and safety of children** *Students demonstrate their competence when they:* * Complete licensing forms accurately
* Report any licensing violations
* Follow procedure when a child becomes ill
* Store and administer medications accordingly to licensing regulations
* Recognize your role as a mandated reporter of suspected child abuse and neglect
* Demonstrate universal precautions
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| ***Special Needs*** |
| **10. Implement modifications to accommodate special needs***Students demonstrate their competence when they:* * Differentiate the characteristics of children who are at risk, gifted, or have developmental delays
* Promote and follow inclusive programming
* Choose modifications for individual children appropriate to the need
* Collaborate with outside agencies and consultants
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **Child Care Teacher Subtotal**Student/Employee must earn a subtotal of at least 20 out of a possible 30 for certification.  |       |

***Wisconsin Child Care Teacher***

***Cooperative Education Assessment Summary***

|  |  |
| --- | --- |
| Date of Evaluation      | Grading Period *(if applicable)*      |
| Student/Employee      | School      |
| Workplace      | Position      |

|  |  |  |
| --- | --- | --- |
| **Date** | **Employer Observations and Recommendations** | **Employee Reflection**(accomplishments, potential obstacles, goals, strategies) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Final Evaluation |       |       |

|  |
| --- |
| ***Evaluation Summative Chart*** |
| **Criteria** | **Points Necessary** | **Points Earned** |
| Personal Work Habits and Attitudes | 22 |       |
| Personal and Professional Development | 4 |       |
| Child Care Teacher Competencies | 20 |       |
| **Total Points** | **46** |       |
| **On-the-job hours completed** | **Hours Required** | **Hours Worked** |
| **Total Hours Worked** | **480** |  |

I/We, the undersigned, attest that the information in this document is correct and has been reviewed by all parties collaboratively.

|  |  |
| --- | --- |
| Signature of Workplace or Community Mentor Signature      | Date      |
| Teacher Supervisor Signature      | Date      |
| Student/Employee Signature      | Date      |

 (*Typed name is accepted for signature on forms returned via e-mail or fax*)

|  |  |
| --- | --- |
| **Please direct any questions concerning the Wisconsin Child Care Teacher Cooperative Education Program to:** | Career and Technical Education TeamDepartment of Public InstructionP.O. Box 7841Madison, WI 53707-7841Fax: 608-267-9275Phone: 608-267-9088 |

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.