***Wisconsin Child Care Teacher***

***Certificate Program Checklist for Assessment***

The intent of the *Wisconsin Child Care Teacher (CCT) Certificate Program* is to recognize a student's mastery of employability skills valued by employers, to help students explore their career interests, and to provide a state credential of student mastery.  This program allows:

* students and workers to document their assistant child care teacher skills
* employers to assess the skills they are looking for in quality employees
* educators to customize instruction to help students to acquire skills that assistant child care teachers require.

***Areas Completed***

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

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|  | STUDENT information | | | | | | |  |
| Student/Employee Name | | Supervising Teacher | | | | Supervising Teacher’s Email | | |
| School District | | | | School Name and Address: (Street, City, State, and Zip) | | | | |
| School Telephone *Area/No.* | | | | | School Fax *Area/No.* | | | |
| 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: | | | | | | | | |

***Directions for Evaluator or 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 the certificate program assessment 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***. 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.

***School:*** Please review this ***Child Care Teacher Certificate Program Assessment*** 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.

***Certification:***  In order to receive a ***State Certificate in Child Care Teacher,*** the employee skill rating must be at least 22 points, with a minimum of a “2” rating for each assessed skill standard. In order to receive a ***State Certificate in Employability Skills***, the employee skill rating must be at least 26 points, with a minimum of a “2” rating for each assessed skill standard.

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

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| **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***

| **Employability Skills and Attitudes** | **Rating**  **Environment** |
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| ***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:** | |

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| 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:** | |

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| 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:** | |

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| 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:** | |

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| 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***

| **Assistant Child Care Teacher Skills** | | **Rating**  **Environment** | |
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| ***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:** | | | |

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| **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:** | | |

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| ***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:** | | | |

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| ***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:** | |