Great Oaks Early Childhood Education
Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at https://hs.greatoaks.com/future-students/essential-skills-for-high-school-programs and selecting the corresponding career program.

Recommended WorkKeys® Scores for Early Childhood and Education

Applied Mathematics – 4
Workplace Documents – 4
Graphic Literacy – 4

*Practice tests and more information at https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx

Recommended Essential Skills to Successfully Complete the Program			
Rating Key:	**Low = Slightly Essential**	**Medium = Essential**	**High = Very Essential**

Key Vocational Factors		**Rating**
Visual Acuity	The ability to detect differences/details visually	Medium
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	Medium
Oral Communication	The ability to express/explain ideas.	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Extended times bending, stooping, walking, and moving	High
Eye-hand Coordination	The ability to use tools	High
Auditory Acuity	The ability to detect differences in pitch and sound	Medium
Reasoning Skills	Deductive: ability to apply general rules to specific problems and Inductive: ability to combine pieces of information to form conclusions among seemingly unrelated events	High

Worker Trait Skills	**Rating**
Ability to get along with others	High
Ability to work independently, without close supervision	High
Ability to work toward work including tasks of minimal interest	Medium
Ability to work accurately, recheck and correct work, to an industry standard	High
Ability to follow and retain:	
Multistep oral instructions	High
Written instructions/technical manuals - multistep	High
Simple to complex diagram instructions	Medium
Visual models or demonstrated instructions	Medium

Ability to use tools of trade (computers, scanners, copiers, curriculum guides and maps, etc.)	High
Ability to use numerical data (count, measure, compute, etc.) in applied setting	High
Ability to discriminate between objects of similar:	
Size, shape, color and spatial relationships	High
Ability to organize work process/follow defined procedures	High
Ability to follow sequence or to determine sequence of actions to a successful conclusion	High
Dependability (Attendance and Punctuality)	High
Ability to interact with small children and observe/record behavior	High
Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do	High
Speaking: Talking to others to convey information effectively	High
Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times	High

Applied Mathematics Skills * Recommended WorkKeys® Scores 4	
Understanding of numbers	Work with whole numbers and decimals. Convert fractions to decimals and/or convert from decimals to percentages.
Mathematical Calculations	Use one or two-step calculations to solve problems, decide what information, calculations or unit conversions to use to answer a problem
Solving problems with math	Solve problems that require mathematical operations with multiple units (e.g. 6 feet 4 inches or 4 hours 30 minutes), identify calculation mistakes
Workplace Documents Skills * Recommended WorkKeys® Scores 4	
Complexity	Straightforward with some longer sentences and may contain conditional situations
Information and detail	Mostly informative and can be several details
Vocabulary	Mostly common with some advanced words
Document type	Informational, instructional and policy-type documents
Graphic Literacy Skills * Recommended WorkKeys® Scores 4	
Using charts/graphs	Locate information in charts or graphs
Interpreting information	Compare two or more pieces of information, identify trends/patterns, make inference and identify graphics that accurately represents data

Additional Recommended Abilities

Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Clarity	The ability to speak clearly so others can understand you.

Knowledge Required in Early Childhood and Education Field

Education and Training	Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
Psychology	Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Additional Considerations

Must like children	Must demonstrate concern for others, self- control, social orientation, integrity, and stress tolerance
Must pass background checks	Must be adaptable and flexible, and accept constructive criticism.
Must be dependable	Creative
Excellent hygiene	Desire to teach and not be a baby sitter
Must possess basic computer skills	Detail oriented and not easily distracted

Early Childhood and Education Work Activities

Provide extra assistance to children with special needs, such as non-English-speaking students or those with physical and mental disabilities.	Supervise children in classrooms, halls, eating areas, playgrounds, and gymnasiums, or on field trips.
Plan and implement developmentally appropriate experiences for children to explore individually, in small groups or whole group to help them meet learning goals set by teachers.	Observe children'' performance, and record relevant data to assess progress.
Use best practice strategies and positive guidance for classroom management	Assist in bus loading and unloading.
Discuss assigned duties with classroom teachers to coordinate instructional efforts.	Lead circle time with children under the direction and guidance of teachers

Instruct and monitor children in the use and care of equipment and materials to prevent injuries and damage.	Maintain computers and audio-visual equipment in classrooms and assist children with use.
Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations	Organize and supervise games and other gross-motor activities to promote physical, mental, and social development
Track class attendance and maintain attendance records.	Participate in teacher-parent conferences regarding a child's development.
Provide sufficient learning materials that support all developmental domains.	Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
Organize and label materials and display children's' work in a manner appropriate for their eye levels and perceptual skills.	Teach proper eating habits and personal hygiene.
Model skills, such as sports, dancing, and handicrafts.	Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
Attend staff meetings and serve on committees, as required.	Type, file, and duplicate materials.
Laminate teaching materials to increase their durability under repeated use.	Requisition and stock teaching materials and supplies.
Observe and evaluate children's performance, behavior, social development, and physical health.	Collect money from families for school-related projects.
Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists.	Adapt teaching methods and instructional materials to meet students' varying needs and interests.
Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.	Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.

Technology

Word processing software	Device drivers or system software
E-mail	Database user interface and query software
Office Suite software	Computer based training software

Certifications Students Can Earn

Credential	Ohio Graduation Points
Child Development Associate	12
Parapro	6
Ohio JFS – Child Abuse Awareness and Prevention	1
Ohio JFS – Communicable Disease Prevention for Childcare Professionals	1
Pediatric/Adult CPR/AED/First Aid	1

Possible College Credits

College Credit Plus (CCP)	The CCP program provides Ohio high school students an opportunity to complete college courses and earn transcripted credit.
Career Technical Assurance Guides (CTAGs)	CTAGs award college credit for career-technical coursework to students who complete an approved course and earn a qualifying score on the end of course exam.
Articulated Credit	Some Great Oaks career-technical programs have agreements with colleges where student can earn credit toward a specific degree.

Please speak with your school counselor, Great Oaks counselor and/or career technical instructor to learn more about these potential opportunities.

Possible Career Pathways

Preschool Assistant	Preschool Teacher
Early Childhood Center Director	Childcare Provider
Elementary Teacher	Social Worker
Child Psychologist	Intervention Specialist