



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 <http://hs.greatoaks.com/essential-skills-high-school-programs/> and selecting the corresponding career program.

Recommended WorkKeys® Scores for Early Childhood and Education

Applied Mathematics-4	Graphic Literacy-4
Workplace Documents-4	

*Practice tests and more information at www.act.org/workkeys

Essential Skills Needed 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	Medium
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

Reading Skills *See Recommended WorkKeys® Scores Above	
Math Skills *See Recommended WorkKeys® Scores Above	
Counting-Recording-Comparing-Calculating	Whole numbers
Calculating fractions, ratios	Ratio, formulas

Additional Abilities Required

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
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 students with special needs, such as non-English-speaking students or those with physical and mental disabilities.	Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.	Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.
Enforce administration policies and rules governing students.	Assist in bus loading and unloading.
Discuss assigned duties with classroom teachers to coordinate instructional efforts.	Observe students' performance, and record relevant data to assess progress.
Carry out therapeutic regimens, such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.	Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.	Maintain computers in classrooms and laboratories and assist students with hardware and software use.
Distribute tests and homework assignments and collect them when they are completed.	Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.	Organize and supervise games and other recreational activities to promote physical, mental, and social development.

Take class attendance and maintain attendance records.	Participate in teacher-parent conferences regarding students' progress or problems.
Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.	Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.	Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.	Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.
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.
Operate and maintain audio-visual equipment.	Collect money from students for school-related projects.
Monitor classroom viewing of live or recorded courses transmitted by communication satellites.	Establish and enforce rules for behavior and procedures for maintaining order.
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.
Observe and evaluate children's performance, behavior, social development, and physical health.	Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.	Teach proper eating habits and personal hygiene.
Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists.	Enforce all administration policies and rules governing students.
Establish clear objectives for all lessons, units, and projects and communicate those objectives to children.	Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Technology

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

Available Certifications

Child Development Associate Credential (CDA) (12 Points)	Child Abuse Recognition and Prevention (1 Point)
CPR/First Aid Certification (1 Point)	Communicable Diseases Training (1 Point)

Possible College Credits

College Credit Plus in Early Childhood Education, English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks.
Articulated Credit	Great Oaks has agreements with certain colleges that may give you credits for a specific degree. Possible agreements are: <ul style="list-style-type: none"> • Cincinnati State Technical and Community College (Early Childhood Care and Education, up to 6 credit hours possible) • Southern State Community College (Early Childhood Education, up to 3 hours possible) • University of Cincinnati (Early Childhood Education, up to 9 credit hours possible) • Chatfield College (Liberal Arts, up to 7 credit hours possible)
NOCTI	This credit is obtained if you scored a 70% or above on either NOCTI Early Childhood Education- Basic or Early Childhood Education-Advanced assessments (up to 6 credit hours possible). An official transcript is available upon request. <p>*To get official transcript contact your career-technical instructor.</p>

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Preschool Assistant	Preschool Teacher
School Counselor	Elementary Teacher
Intervention Specialist	Summer Camp Counselor
Day Care Director	