



Appendix A

WORK PROCESS SCHEDULE FOR CHILD DEVELOPMENT SPECIALIST O*NET/SOC CODE: 39.9011.00 RAIS CODE: 0840

Apprentice(s) will receive training in the various work experiences listed below. The order in which this training is given will be determined by the flow of work on the job, and will not necessarily be in the order listed. The times allotted to these various processes are the estimated times which the average apprentice will be required to learn new skills in the field of early care and education. This document is intended only as a guide to indicate the quality of the training being provided, and the ability of the apprentice to absorb this training in an average amount of time. The total term of apprenticeship is indicated below.

Approximate	<u>HOURS</u>
A. SAFETY TRAINING	50
A. Procedures to ensure the safety of children	
B. Safe classroom environment free of hazards	
C. Emergency preparedness plans, catastrophic measures and warning systems	
D. Reporting procedures for mandated reporting	
B. HEALTH AND FIRST AID	500
A. Basic Red Cross first aid program instruction	
B. Identification and proper procedures for minor injuries – abrasions – cuts, bruises, falls, etc., and reporting procedures	
C. Implementing proper procedures for physically challenged people	
D. Knowledge of medical and hospital facilities, site emergency policies and liability	
E. Recognition, observation, and reporting symptoms of:	
1. communicable diseases	
2. atypical development	
3. developmental delays	

- F. Observation and identification of children with special needs
 - 1. Description of special needs
 - 2. Appropriate techniques for working with children diagnosed with special needs
 - 3. Reporting, referral, and recording procedures to appropriate agencies
- G. Policies and liability for procedures regarding treatment and/or medication

C. ADMINISTRATION PROCEDURES AND POLICIES

50

- A. Relationship of child care program to:
 - 1. Sponsoring agency
 - 2. Federal, state, and local agencies
 - 3. Other related community service agencies
- B. Liability – personal and organizational
- C. Worker accountability and responsibility
- D. Budgeting sources and program expenditure recordkeeping
- E. Personnel policies and benefits
- F. Administrative records and completion of forms

D. CHILD NUTRITION AND UNIVERSAL PRECAUTIONS/STANDARDS

1000

- A. Recognition, recording, and reporting of symptoms of malnutrition, child neglect and abuse
- B. Observation and assistance with feeding children
- C. Proper handwashing techniques and proper diapering techniques
- D. Appropriate nutritional requirements for different age groups
- E. Implementation of child and adult care food program state standards/national school lunch program
- F. Universal standards/precautions – WV Child Care Licensing regulations

E. CHILD DEVELOPMENT OBSERVATION AND GUIDANCE

1000

- A. Grouping of children
 - 1. Knowledge of teacher/child ratios
- B. Experience, knowledge, and comprehension of development at various developmental stages through instruction and observation techniques
 - 1. Physical development
 - 2. Social and emotional development
 - 3. Motor development
 - 4. Brain development

5. Theory/theorist in early childhood Development
6. Language and literacy
7. Reflective thinking

F. CHILD SUPERVISION

500

- A. Learning Process Techniques
 1. Teacher directed activities
 2. Free play (supervised)
- B. Child Guidance Techniques

G. ACTIVITY SUPERVISION AND DIRECTION

450

- A. Group Activity Supervision
 1. Smaller groups
 2. Whole groups
- B. Individual activity supervision
- C. Child centered activities and appropriate supervision
- D. Knowledge of classroom environment and appropriate supervision

H. CONSULTATION TECHNIQUES

450

- A. Staff Development
 1. Oral demonstration
 2. Listening skills
 3. Written report presentation
 4. Research, recording, and presentation
- B. Parent Consultation
 1. Observation
 2. Data collections
 3. Listening skills
 4. Behavior description and interpretation

TOTAL HOURS 4000