

Erie County Technical School
Early Childhood Education Duty/Task List

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Duty Area and Task #	Content Areas, Course Titles and Task Statements	Course Number	National Skill Standards	Math	Reading	Writing	Career Education & Work	Written Test	Performance Test
	00 - BECOMING A CHILD CARE PROFESSIONAL								
A	ORIENTATION	ECE101							
A001	Program Rules and Routines	ECE101	N/A	N/A	1.1.3.D	N/A	N/A	Std. 1	
A002	ECTS Orientation and Routines	ECE101	N/A	N/A	1.1.3.D	N/A	N/A	Std. 1	
A003	Select an Occupational Goal	ECE101	N/A	N/A	1.1.5.D	1.4.5.B	13.1.11.A	Std. 1	
A004	Prepare a Child Portfolio	ECE101	2.049 (1)	N/A	1.1.5.D	1.5.5.B	N/A		
A005	Demonstrate Knowledge of Development of Young Children	ECE101	N/A	N/A	1.1.5.D	1.5.5.B	N/A		
A006	Compare and analyze types of early learning programs.	ECE101	N/A	N/A	1.2.8.A	1.4.8.B	N/A		
B	PROFESSIONAL BEHAVIOR AND TEAMWORK	ECE102							
B001	Dress Appropriately for the Job	ECE102	4.6 (2)	N/A	1.1.5.D	1.5.5.A	13.2.5.E	Std. 1	Job 6
B002	Display Ethical Behavior on the Job	ECE102	2.042 (1) 4.6 (2)	N/A	1.1.5.D	1.1.1.A	N/A	Std. 1	
B003	Develop an Activity Filing System	ECE102	N/A	N/A	1.1.5.D	N/A	N/A	Std. 7	
B004	Demonstrate Knowledge of DAP	ECE102	4.2 (2)	N/A	1.1.5.D	1.5.5.A	N/A	Std. 4	
B005	Demonstrate Positive Work Attitudes and Behaviors	ECE102	2.042 (1) 4.6 (2)	N/A	1.1.5.D	1.5.5.A	13.3.3.C	Std. 1	
B006	Maintain Health Standards for a Child Caregiver	ECE102	1.045 (1), 3.069 (1) 4.4 (2)	N/A	1.1.5.F 1.1.5.D	1.5.5.A	13.2.5.E	SStd. 1	
B007	Comply with Program Philosophies and Policies	ECE102	1.051 (1)	N/A	1.1.5.D	1.5.5.A	13.2.5.E	Std. 1	
B008	Participate in Staff Meetings	ECE102	4.6 (2)	N/A	1.1.8.A	1.5.5.A	13.3.8.B		
B009	Communicate Effectively With Children, Parents/Co-workers	ECE102	2.047 (1)	N/A	1.1.5.D	1.5.5.A	13.2.5.E		
B010	Investigate the importance of advocacy in the profession	ECE102	3.6 (2)	N/A	1.1.5.D	1.4.5.A	N/A	Std. 1	
C	USING EQUIPMENT AND MATERIALS	ECE104							
C001	Prepare Laminated Materials	ECE104	N/A	CC.2.4.2.A.1	1.1.8.A	1.8.3.C	N/A		
C002	Operate a Die-Cutting Machine	ECE104	N/A	N/A	1.1.8.A	N/A	N/A		
C003	Prepare Modeling Compound	ECE104	N/A	CC.2.4.2.A.1	1.1.8.A	N/A	N/A		
C004	Prepare Flannel Board Materials	ECE104	N/A	N/A	N/A	N/A	N/A		
D	ECE MATH AND STANDARDS	ECE106							
D001	Solve problems using operations of whole numbers	ECE106		CC.2.2.3.A.3					
D002	Solve problems using operations of decimals	ECE106		CC.2.1.4.C.3					Job 2
D003	Solve problems using operations of fractions	ECE106		CC.2.1.5.C.1					
D004	Conduct measurement activities including area and usable space	ECE106		CC2.3.6.A.1					
D005	Conversion of customary and metric measurements	ECE106		CC.2.4.2.A.1					
D006	Conduct measurement activities including recipes and recipe conversion	ECE106		CC.2.4.K.A.1					
	LEADERSHIP	PFS109							
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E	ECE MATH II	ECE206							

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Duty Area and Task #	Content Areas, Course Titles and Task Statements	Course Number	National Skill Standards	Math	Reading	Writing	Career Education & Work	Written Test	Performance Test
E001	Solve problems using ratios	ECE206		CC.2.1.6.D.1					
E002	Solve problems using proportions	ECE206		CC.2.1.7.D.1					
E003	Solve problems using percent and interest	ECE206		CC.2.2.8.B.1					
E004	Solve elapsed time activities	ECE206		CC.2.4.3.A.2					
E005	Complete data collection, charting and summarization activities	ECE206		CC.2.3.5.A.1					
E006	Complete balancing a checkbook and check writing activities	ECE206		CC.2.4.3.A.3					
	BUSINESS PRINCIPLES	PFS209							
	BUSINESS PRINCIPLES	PFS211							
	TOTAL QUALITY PRINCIPLES	PFS309 PFS310							
F	ECE MATH III	ECE306							
F001	Conduct interest rate, tax, budget and payroll activities	ECE306		CC.2.4.3.A.3					
F002	Compute total assets, liabilities and owner's equity	ECE306		CC.2.4.3.A.3					
F003	Calculate, and analyze balance sheets and income statements	ECE306		CC.2.4.3.A.3					
F004	Compute an income statement	ECE306		CC.2.4.3.A.3					
F005	Compare two income statements using horizontal analysis, and compute percent change	ECE306		CC.2.3.5.A.1					
FF	BEFORE THE INTERVIEW--PRESENTING YOURSELF ON PAPER	GAA211							
FF01	Complete a pocket resume	GAA211	American School Counselor Association Standards, C:A2.2- C:B2.5						
FF02	Prepare a list of potential employers	GAA211							
FF03	Create a resume	GAA211							
FF04	Type a personal reference page	GAA211							
FF05	Write a cover letter	GAA211							
FF06	Complete a job application	GAA211							
FF07	Maintain a career-planning portfolio	GAA211							
FFF	LANDING THAT JOB--THE INTERVIEW	GAA212							

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FFF01	Prepare for a job interview	GAA212	American School Counselor Association Standards, C:A2.2-C:B2.5, PS:A1.10						
FFF02	Participate in mock interviews	GAA212							
FFF03	Write a follow-up thank you letter	GAA212							
FFF04	Maintain a career-planning portfolio	GAA212							
10- SAFETY AND SANITATION IN CHILD CARE									
G	PA DPW REGULATIONS FOR CHILD CARE CENTERS	ECE111							
G001	Comply with Pennsylvania Department of Public Welfare Regulations for Child Care Centers	ECE111	1.006 (1), 1.008 (1) 4.4 (2)	N/A	1.1.5.D	1.5.5.A	13.2.5.E	Std. 1	Job 2
G002	Comply with PA DPW Regulations for Car Safety Restraints	ECE111	2.033 (1), 5.236 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 1	
G003	Comply with Communicable Disease Policy	ECE111	.085 (1) 4.4 (2)	N/A	1.1.5.D	1.1.5.A	N/A	Std. 2	
H	SAFETY IN CHILD CARE I	ECE112							
H001	Conduct an Inspection for safety	ECE112	5.048 (1), 5.159 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	13.2.5.E	Std. 2	
H002	Demonstrate knowledge of Safety Data Sheet Usage	ECE112	5.102 (1) 4.4 (2)	N/A	1.1.8.A	1.5.5.A	13.2.5.E	Std. 2	
H003	Demonstrate knowledge of Standard Precautions	ECE112	3.026 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	13.2.5.E	Std. 2	Job 1
H004	Prepare an Accident Report	ECE112	.062 (1) 4.4 (2)	N/A	1.1.5.D	1.5.5.A	13.2.5.E	Std. 2	
H005	Identify liability issues of child care workers regarding children's safety in a child care setting.	ECE112	4.4 (2) 1.021 (1), 1.032 (1) 4.4 (1)	N/A	1.1.5.G	1.5.8.A	N/A	Std. 2	
H006	Understand that helping others will create a school that is free from fear and danger.	ECE112	4.4 (2)	N/A	1.1.5.A	1.4.5.B	N/A	Std. 2	
H007	Describe examples of when to seek help from a parent, teacher, counselor or other adult about one's concerns or the problems of another student or adult.	ECE112	1.021 (1)	N/A	1.1.5.G	1.5.8.A	N/A	Std 2	

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H008	Describe the threat which crime or violence occurring in the school can pose to a secure and productive learning environment for the students and employees.	ECE112	1.021 (1) 4.4 (2)	N/A	1.1.5.G	1.5.8.A	N/A	Std. 2	
I	SAFETY AND SANITATION IN CHILD CARE	ECE113							
I001	Demonstrate Procedures for Contacting a Parent in an Emergency	ECE113	3.048 (1) 4.5 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 2	
I002	Develop a File of Emergency and Safety Resources	ECE113	8.02 (1)	N/A	1.1.5.D	N/A	N/A	Std. 2	
I003	Plan and Conduct an Emergency Evacuation Drill	ECE113	5.021 (1), 8.024 (1)	N/A	1.1.8.A	1.5.5. A	N/A	Std. 2	
I004	Clean Floors and Furniture; Toys and Equipment	ECE113	3.034 (1), 3.036 (1), 5.077 (1)	N/A	1.1.5D	1.5.5.B, 1.8.3.C	N/A		
I005	Disinfect Toilet Equipment	ECE113	3.029 (1)	CC.2.1.6.D.1	1.1.5.D	1.5.5.B	N/A		
I006	Laundry Soiled Linens	ECE113	3.031 (1)	N/A	1.1.5.D	1.5.5.B	N/A		
J	FIRST AID TRAINING	ECE114							
J001	Complete First Aid and CPR Training	ECE114	1.027 (1), 1.026 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
	20 - CARING FOR THE PHYSICAL NEEDS OF CHILDREN								
K	FOOD SERVICE I	ECE121							
K001	Prepare a Weekly Meal and Snack Plan	ECE121	4.008 4.4 (2)	N/A	1.1.5.D	1.8.3.C	N/A		
K002	Prepare a Monthly Snack Budget	ECE121	8.074 (1) 4.4 (2)	2.1.HS.F.4	1.1.5.D	1.8.3C	N/A		
K003	Store Food and Supplies	ECE121	4.047 (1), 4.052-57 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	N/A		
K004	Demonstrate Knowledge of Food/Environmental Allergies	ECE121	4.4 (2)	N/A	1.1.8D	1.5.5.A	N/A		
L	FOOD SERVICE II	ECE122							
L001	Prepare snacks	ECE122	4.042 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	N/A		
L002	Serve snacks	ECE122	4.029 (1), 4.031 (1) , 4.037-39 (1) 4.4 (2)	N/A	1.1.5.D	1.8.3.C	13.2.5.E	Std. 2	
L003	Clean snack preparation and serving Areas	ECE122	4.061-65 (1)	CC.2.1.6.D.1	1.1.5.D	1.8.3.C	N/A		
L004	Feed Infants and Toddlers	ECE122	4.011-24 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
M	MONITORING CHILDREN'S HEALTH I	ECE123							

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M001	Perform Daily Health Inspection	ECE123	3.001 (1)	N/A	1.1.5.D	1.8.3.C	13.2.5.E		
M002	Supervise Bathroom Procedures	ECE123	3.022 (1), 5.096 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
M003	Assist Children with Toilet Training	ECE123	2.005 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
M004	Supervise Preschool Children in Dressing Procedures	ECE123	3.059 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
N	MONITORING CHILDREN'S HEALTH II	ECE124							
N001	Supervise Children Brushing Teeth	ECE124	3.01 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
N002	Take Body Temperature Using Digital Thermometer	ECE124	5.093 (1)	CC.2.4.3.A.1	1.1.5.D	1.8.3.C	13.2.5.E		
N003	Supervise Child Isolated by Illness	ECE124	3.066 (1), 3.070 (1), 5.149 (1)	N/A	1.1.5.D	1.8.3.C	13.2.5.E		
O	PHYSICAL DEVELOPMENT ROUTINES	ECE221							
O001	Assist Child in Use and Clean Up of Toys and Play Equipment	ECE221	3.038 (1), 5.087 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 3	
O002	Select Play Activities for Developing Large Motor Skills	ECE221	5.085 (1), 5.092 (1)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 3	Job 5
O003	Select Play Activities for Developing Small Motor Skills	ECE221	N/A	N/A	1.1.5.D	1.8.3.C	N/A	Std. 3	Job 5
O004	Organize and Supervise Indoor and Outdoor Games	ECE221	2.009 (1), 5.194-97 (1)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 3	Job 2
P	MONITORING CHILDREN'S HEALTH III	ECE222							
P001	Set Up and Supervise Rest Area for Preschool-Aged Children	ECE222	3.008 (1), 5.144 (1)	N/A	1.1.5.D	1.5.5.B	N/A		
P002	Change Diapers	ECE222	3.014 (1), 5.067 (1)	N/A	1.1.5.D	1.8.3.C	N/A		
P003	Demonstrate Procedures for Administering Prescribed Medication	ECE222	3.081-82 (1)	N/A	1.1.5.D	1.8.3.C	13.2.5.E	Std. 2	
P004	Set Up and Supervise Rest Area for Infants and Toddlers	ECE222	1.010 (1), 5.145 - 146 (1)	N/A	1.1.5.D	1.5.5.B	N/A		
Q	CHILDREN WITH SPECIAL NEEDS	ECE223							
Q001	Care for Children with Special Needs	ECE223	1.024 (1) 4.3 (2)	N/A	1.1.8.D	1.4.5.B	N/A		
Q002	Prepare Child Abuse/Neglect Report	ECE223	1.032 (1), 3.056 (1) 4.4 (2)	N/A	1.1.5.D	1.5.5.A	13.2.5.E		
30 - GUIDING BEHAVIOR									
R	POSITIVE GUIDANCE TECHNIQUES	ECE231							

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R001	Promote Good Social Attitudes Among Children	ECE231	2.039 (1) 4.5 (2)	N/A	1.1.5.D	1.8.3.C	13.2.5.E	Std. 4	
R002	Settle Quarrels	ECE231	2.004 (1) 4.5 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 4	
R003	Orient Child to Child Care Center	ECE231	2.004 (1)	N/A	1.1.5.D	1.5.5.A	N/A		
R004	Conduct Entry/Exit Routines	ECE231	2.004 (1)	N/A	1.1.5.D	1.5.5.A	N/A		
S	EMOTIONAL HEALTH OF CHILDREN	ECE232							
S001	Assist Child to Deal with Emotional Situations	ECE232	2.04 (1) 4.5 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 4	
S002	Direct Child's Behavior Using Positive Guidance	ECE232	8.008 (1) 4.5 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 5	Job 6
S003	Assist child in Developing a Positive Self-Image	ECE232	039 (1) 4.5. (N/A	1.1.5.D	1.8.3.C	N/A	Std. 5	
S004	Describe and apply best practice for reducing stress on children and caregivers in the early learning environment.	ECE232	1.049 (1) 4.5 (2)	N/A	1.1.8.B	1.4.5.B	N/A	Std. 5	
	40 - LEARNING ACTIVITIES FOR CHILDREN								
T	CHILDRENE'S LITERATURE I	ECE144							
T001	In this course, the student will learn facts, writing style, illustration style, special effects and book titles for children's literature authors.	ECE144	4.3 (2)	N/A	1.1.11.D, 1.1.5.H	1.1.5.H	N/A	Std. 8	Job 4
U	LEARNING CENTERS I	ECE241							
U002	Supervise Sensory Table Play	ECE241	5.180 (1), 5.091 (1) 4.3 (2)	N/A	1.1.5.D	1.5.5.A	N/A	Std. 8	Job 6
U003	Guide Dramatic Play Activities	ECE241	2.017 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 6
U004	Conduct Art Activities	ECE241	2.017 (1)	N/A	1.1.5.D	1.8.3.C, 1.5.5.A	N/A	Std. 8	Job 6
V	LEARNING CENTERS II	ECE242							
V001	Plan Developmentally Appropriate Science Activities	ECE242	2.015 (1)	N/A	1.1.8.D	1.8.3.C 1.5.5.A	N/A	Std. 8	Job 3
V002	Plan Developmentally Appropriate Sensory Skill Activities	ECE242	5.091 (1)	N/A	1.1.5.D	1.8.3.C 1.5.5.A	N/A	Std. 8	Job 3
V003	Plan Developmentally Appropriate Language Skill Activities	ECE242	2.019 (1) 4.3 (2)	N/A	1.1.8.D	1.8.3.C 1.5.5.A	N/A	Std. 8	Job 3
V004	Prepare a Learning Center	ECE242	5.09 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 3
W	MUSIC AND MOVEMENT	ECE243							

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W001	Lead Children in Music Activities	ECE243	2.017 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 3
W002	Conduct Finger play Activities	ECE243	2.017 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 3
X	CHILDREN'S LITERATURE II	ECE244							
X001	In this course, the student will learn facts, writing style, illustration style, special effects and book titles for children's literature authors.	ECE244	2.019 (1) 4.3 (2)	N/A	1.1.11.D 1.1.5.H	1.5.5.B	N/A	Std. 8	Job 4
Y	READING AND STORY TELLING	ECE246							
Z001	Read Stories to Children	ECE246	2.019 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 4
Z002	Tell a Story Using Teaching Aids	ECE246	2.017 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 4
Z003	Prepare a Prop box for Storytelling	ECE246	2.017 (1) 4.3 (2)	N/A	1.1.5.D	1.8.3.C	N/A	Std. 8	Job 4
Z	CHILDREN'S LITERATURE III	ECE344							
Y001	In this course, the student will learn facts, writing style, illustration style, special effects and book titles for children's literature authors.	ECE344	2.019 (1)	N/A	1.1.11.D 1.1.5.H	1.5.5.B	N/A	Std. 8	Job 4
50 - CURRICULUM PLANNING									
AA	OBSERVATION TECHNIQUES	ECE251							
AA01	Record Observations of Child	ECE251	2.049 (1)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 6	
AA02	Field Experience Observations	ECE251	2.049 (1)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 9	
AA03	Develop appropriate learning experiences based on observations.	ECE251	4.3 (2)	N/A	1.1.8.A	1.4.5.B	N/A	Std. 6	
BB	DIVERSITY IN THE CLASSROOM	ECE353							
BB01	Develop Plans for Multicultural Activities	ECE353	2.007 (1) 4.3 (2)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 7	Job 3
CC	DEVELOPING UNIT PLANS	ECE354							
CC01	Develop a List of Community Resources for Use in a Preschool	ECE354	N/A	N/A	1.1.8D	1.5.5.A	N/A	Std. 9	
CC02	Plan a Weekly Unit around a Chosen theme	ECE354	2.001 (1) 4.3 (2)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 7	
CC03	Plan a 4-month Preschool Curriculum Guide	ECE354	2.001 (1) 4.3 (2)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 7	
DD	PERFORMANCE OBJECTIVES AND CONDUCTING LESSONS	ECE356							
DD01	Develop a Lesson Plan	ECE356	2.001 (1) 4.3 (2)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 7	Job 3

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DD02	Teach a Lesson	ECE356	2.015 (1) 4.3 (2)	N/A	1.1.8.D	1.8.3.C	N/A	Std. 7	Job 6
DD03	Conduct Circle Time	ECE356	2.007 (1) 4.3 (2)	N/A	1.1.8.D	1.5.5.A	N/A	Std. 7	Job 6
EE	EVALUATING CURRICULUM	ECE357							
EE01	Demonstrate Knowledge of PA Early Learning Standards	ECE357	4.3 (2)	N/A	1.1.5.D	1.1.5.B	N/A	Std. 6	Job 3
EE02	Demonstrate Knowledge of PA Kindergarten Standards	ECE357	4.3 (2)	N/A	1.1.5.D	1.5.5.B	N/A	Std. 6	Job 3
EE03	Evaluate classroom environment using the ITERS, ECERS and/or SACERS.	ECE357	4.3 (3)	N/A	1.1.8.D	1.5.8.A	N/A	Std. 3	
EE04	Demonstrate the connections between learning standards, curriculum and assessment through the Learning Triangle.	ECE357	4.3 (2)	N/A	1.1.8.B	1.5.8.B	N/A	Std. 6	
EE05	Investigate a variety of curriculum models.	ECE357	4.3 (2)	N/A	1.1.8.A	1.5.8.B	N/A	Std. 6	
60 - TEACHING AIDS									
FF	PREPARING TEACHING AIDS	ECE361							
FF01	Prepare a Bulletin Board Display	ECE361	N/A	CC.2.4.1.A.1	N/A	N/A	N/A		
FF02	Create a Set of Flash Cards	ECE361	N/A	N/A	1.1.3.D	N/A	N/A		
FF03	Prepare a File Folder Game	ECE361	N/A	N/A	1.1.3.D	N/A	N/A		
70 - WORKING WITH PARENTS AND THE COMMUNITY									
GG	PARENT COMMUNICATION	ECE371							
GG01	Orient Parents to Child Care Center	ECE371	005 (1) 4.5 (N/A	1.1.5.D	1.8.3.C	13.2.5.A	Std. 9	
GG02	Prepare a Parent Newsletter	ECE371	.066 (1) 4.5 (2	N/A	1.1.5.D	1.5.5.B	N/A	Std. 9	
GG03	Demonstrate knowledge: Conduct a Home Visit	ECE371	067 (1) 4.5 (N/A	1.1.5.D	1.8.3.C	N/A	Std. 9	
GG04	Demonstrate knowledge: Conduct a Parent Conference	ECE371	047 (1) 4.5. (N/A	1.1.5.D	1.5.5.A	N/A	Std. 9	
HH	PARENT INVOLVEMENT	ECE372							
HH01	Conduct a Group Parent Meeting	ECE372	2.05 (1) 4.5 (N/A	1.1.5.D	1.5.5.A	N/A	Std. 9	
HH02	Dem. knowledge: Involve Parents in a Child Care Program	ECE372	2.05 (1) 4.5 (2	N/A	1.1.5.D	1.5.5.A	N/A	Std. 9	
II	COMMUNITY RESOURCES	ECE373							
II01	Demonstrate knowledge: Refer Parents to Resource Agencies	ECE373	2.056 (1)	N/A	1.1.5.D	1.5.5.A	N/A	Std. 9	
II02	Plan and Conduct a Field Trip	ECE373	2.028 (1), 2.037 (1), 2.038 (1)	N/A	1.1.5.D	1.5.5.A	N/A	Std. 9	
II03	Conduct an Internet Search on a Child Care Topic	ECE373	N/A	N/A	1.1.8.D	1.5.5.A	N/A		
JJ	PRESCHOOL OPERATIONS	ECE374							
JJ01	Plan and Conduct a Preschool Graduation Ceremony	ECE374	N/A	N/A	1.1.5.D	1.8.3.C	N/A		
JJ02	Prepare a PowerPoint Slide Presentation	ECE374	N/A	N/A	1.1.5.D	1.8.3.C	N/A		
80 - EMPLOYABILITY SKILLS									
KK	CDA STATEMENTS OF COMPETENCE	ECE281							
KK01	Using CDA handbook, Preschool Edition, students will write the	ECE281	4.6 (2)					Std. 1	
KK02	required standards.	ECE281							

Erie County Technical School
Early Childhood Education Duty/Task List

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Duty Area and Task #	Content Areas, Course Titles and Task Statements	Course Number	National Skill Standards	Math	Reading	Writing	Career Education & Work	Written Test	Performance Test
LL	JOB PREPARATION	ECE381							
LL01	Complete an Application for a Job	ECE381	4.1 (2)4.1 (2)	N/A	1.1.5.D	1.8.3.C 1.4.11.E	13.2.11.C	Std. 1	
LL02	Develop a Cover Letter	ECE381	4.1 (2)	N/A	1.1.5.D	1.4.5.A	13.2.11.C	Std. 1	
LL03	Develop a Resume	ECE381	4.1 (2)	N/A	1.1.5.D	1.4.11E	13.2.11.C	Std. 1	
LL04	Develop a Thank You Letter following an Interview	ECE381	4.1 (2)	N/A	1.1.5.D	1.4.5.B	13.2.11.C	Std. 1	
MM	JOB INTERVIEWING AND CONTINUING EDUCATION/NATIONAL ACCREDITATION	ECE382							
MM01	Participate in Professional Development Activities	ECE382	.009 (1) 4.6 (2)	N/A	1.1.5.D	1.5.5.A 1.8.3.C	13.2.8.D	Std. 1	
MM02	Participate in a Job Interview	ECE382	N/A	N/A	1.1.5.D	1.8.3.C	13.2.11A	Std. 1	
MM03	Demonstrate Knowledge of NAEYC Accreditation Standards	ECE382	NAEYC, 4.6 (2)	N/A	1.1.5.D	1.5.5.B	13.2.5.E	Std. 1	
NN	INTERNSHIPS	ECE383							
NN01	Participate in an infant program	ECE383	4.3 (2)	N/A	1.1.5.D	1.5.5.A	N/A		
NN02	Participate in a toddler program	ECE383	4.3 (2)	N/A	1.1.5.D	1.5.5.A	N/A		
NN03	Participate in an elementary school program	ECE383	4.3 (2)	N/A	1.1.5.D	1.5.5.A	N/A		
NN/04	Participate in a special needs program	ECE383	4.3 (2)	N/A	1.1.5.D	1.5.5.A	N/A		
OO	CRIME AND VIOLENCE PREVENTION	ECE125							
OO/01	Explain what it means to be respectful of others; kind, responsible for and in control of one's own emotions (including anger) and actions.	ECE125	4.5 (2)	N/A	1.1.8.A	1.4.8.C	13.3.3.C		
OO/02	Explain what conflict is and ways to identify and resolve conflict in the classroom and the workplace according to socially acceptable practices.	ECE381	1.049 (1)	N/A	1.2.8.A	1.4.5.B	13.3.8.B		
OO/03	Describe what the instructor will attempt to do as a coach of positive social skills and what the student can do to support that effort.	ECE381	1.049 (1)	N/A	1.2.5.A	1.4.8.B	13.3.8.B		
OO/04	Describe what students and employees can do to reduce the threat of crime and violence through caring about others, complying with laws and rules, orderliness, safe practices and a clear focus of learning together.	ECE381	N/A	N/A	1.2.8.A	1.4.8.B	N/A		
	NOCTI (written) Std. 1 Professionalism; Std. 2 Health and Safety; Std. 3 Learning Environment; Std. 4 Child Development; Std. 5 Classroom Management and Positive Guidance; Std. 6 Standards, Curriculum, and Assessment; Std. 7 Curriculum Development; Std. 8 Learning Activities; Std. 9 Program Partnership;								
	NOCTI (Performance) Job 1 Demonstrate Washing of Caregiver's Hands; Job 2 Arrange a Room; Job 3 Prepare a Lesson; Job 4 Storytelling; Job 5 Gross Motor Stretching Activity; Job 6 Pr								

