

# Lead Early Childhood Teacher

## Skill Standards Inventory For Self-Assessment And Planning Professional Improvement

### Inventory Description

This survey outlines Skill Standards needed to function as a lead early childhood teacher who works with children ages 2-6 in private and government funded preschools (such as Head Start and ECEAP) and for profit and non profit child care.

The seven critical work function areas:

- A. Create and Maintain a Safe and Healthy Environment
- B. Meet Each Child's Individual Needs and Plan for Group Needs
- C. Prepare and Evaluate the Learning Environment
- D. Develop and Implement Curriculum
- E. Support the Child and Family
- F. Create and Maintain a Professional Team Environment
- G. Develop Personally and Professionally

The key activity under each work function further identifies the usual responsibilities of a lead preschool teacher in a variety of early childhood settings.

*\*SELF ASSESSMENT TOOL developed for ECE Skill Standards by  
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**To see ECE Skill Standards web page: [www.wa-skills.com](http://www.wa-skills.com)**

## Directions

1. Please read each item and rate your current level of development according to the rating scale defined below:

NA → This does not relate to my job responsibilities as I understand them.

LOW → I have minimal understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or  
function in relation to this item.

MODERATE → I have enough understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or function with minimal  
supervision for this item.

HIGH I have enough understanding, confidence, and/or Knowledge/Skill  
capability to contribute and/or function effectively  
without supervision for this item.

VERY HIGH I have understanding, confidence, and/or capability to  
Knowledge/Skill contribute and/or function effectively, and enough expertise to  
teach/lead other lead early childhood teachers.

2. In the space provided under each skill standard area, please indicate which key activities is a training priority for you.
3. Summarize those items that need improvement in each skill standard area on the “Professional Improvement Plan Summary.”
4. Complete the “Professional Improvement Plan Goal Statement.”

Name \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**Critical Work Function A:  
Create and Maintain a Safe and Healthy Environment**

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As an early childhood teacher, to what level are you able to:	NA	Low	Mod.	High	Very High
<b>A1</b>	Recognize and implement safety procedures and precautions.					
<b>A2</b>	Inspect, modify, and document indoor and outdoor space and equipment to meet safety standards.					
<b>A3</b>	Articulate and apply health standards and practices.					
<b>A4</b>	Maintain standards for nutrition and food service.					
<b>A5</b>	Meet program requirements for documentation and confidentiality.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function B:  
Meet Each Child’s Individual Needs and Plan for Group Needs**

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As an early childhood teacher, to what level are you able to:	NA	Low	Mod.	High	Very High
<b>B1</b>	Interact with children to nurture self-esteem.					
<b>B2</b>	Interact with children to optimize learning.					
<b>B3</b>	Exhibit respect and appreciation for individual and cultural diversity.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function C:**

**Prepare and Evaluate the Learning Environment**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As an early childhood teacher, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>C1</b>	Recognize and support emergent situations.					
<b>C2</b>	Identify and support individual learning styles.					
<b>C3</b>	Create a routine that supports children’s development.					
<b>C4</b>	Arrange the physical space indoors and outdoors.					
<b><i>Comments about strengths or need for growth for this work function:</i></b>						

**Critical Work Function D:**

**Develop and Implement Curriculum**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As an early childhood teacher, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>D1</b>	Observe, document, and assess individual and group needs, interests and skills.					
<b>D2</b>	Gather and utilize curriculum resources and learning materials.					
<b>D3</b>	Provide developmentally appropriate practices.					
<b>D4</b>	Create and document curriculum plans.					
<b>D5</b>	Evaluate and modify curriculum plans.					
<b><i>Comments about strengths or need for growth for this work function:</i></b>						

**Critical Work Function E:  
Support the Child and Family**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As an early childhood teacher, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>E1</b>	Exhibit respect and appreciation for each family and their culture.					
<b>E2</b>	Build a partnership with families.					
<b>E3</b>	Provide families with information, resources and referrals.					
<b>E4</b>	Respond to requests from families regarding children.					
<b>E5</b>	Exchange feedback and information with appropriate family members.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function F:  
Create and Maintain a Professional Team Environment**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As an early childhood teacher, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>F1</b>	Assist and support team members.					
<b>F2</b>	Model respect and appreciation for individuals and their culture.					
<b>F3</b>	Involve support staff in program development and decision making.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function G:  
Develop Personally and Professionally**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As an early childhood teacher, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>G1</b>	Maintain current knowledge of the field.					
<b>G2</b>	Participate in professional networking.					
<b>G3</b>	Participate in the give and take of mentoring.					
<b>G4</b>	Participate in performance reviews.					
<b>G5</b>	Identify and build on professional career goals.					
<i>Comments about strengths or need for growth for this work function:</i>						

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Lead Early Childhood Teacher Improvement Plan Summary**

<b>Critical Work Function</b>	<b>Strengths</b>	<b>Areas for Growth</b>
<b>A. Create and Maintain a Safe and Healthy Environment</b>		
<b>B. Meet Each Child's Individual Needs and Plan for Group Needs</b>		
<b>C. Prepare and Evaluate the Learning Environment</b>		
<b>D. Develop and Implement Curriculum</b>		
<b>E. Support the Child and Family</b>		
<b>F. Create and Maintain a Professional Team Environment</b>		
<b>G. Develop Personally and Professionally</b>		

Professional improvement goal(s) and projected plan for how goals might be accomplished: