

# **Lead Early Childhood Teacher**

## **Skill Standards Inventory**

### **For Mentor Teacher Assessment**

#### **Inventory Description**

This inventory identifies Skill Standards necessary to function effectively as a Lead Early Childhood Teacher.

The six critical work function areas:

- A. Create and Maintain a Safe and Healthy Environment
- B. Develop and Implement Program/Curriculum
- 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 critical work function further identifies the usual responsibilities of a lead early childhood teacher.

*\*Self Assessment Tool developed for ECE Skill Standards by  
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## **Directions**

**1.0 Please read each item and rate the student's current level of development according to the rating scale defined below:**

**Always → Fully meets criteria: 20 – 17 points**

The student always meets this standard. (Please note a commendation for this standard.)

**Usually → Moderately meets criteria: 16 – 13 points**

The student usually meets this standard with occasional, exceptions. (Please explain. Note a commendation and/or a recommendation for improvement for this standard.)

**Needs Improvement → Minimally meets criteria: 12 – 0 points**

The student needs to work on improving this standard. (Please give a recommendation for improvement in this standard.)

**2.0 Award points for each category on the summary page, based on the 20 point grade criteria:**

- Fully meets criteria ~ 20 – 17 points
- Moderately meets criteria ~ 16 – 13 points
- Minimally meets criteria ~ 12 – 0 points

**3.0 Total of possible points and awarded points on summary page:**

**4.0 Return original assessment report to student with an exit conference.**

Name \_\_\_\_\_

Date \_\_\_\_\_

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

**Rating Scale**

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

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

**Rating Scale**

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function C: Prepare and Evaluate the Learning Environment

### Rating Scale

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function D: Develop and Implement Curriculum

### Rating Scale

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts Always	16-13 pts Usually	12-0 pts Needs Improvement
<b>D1</b>	Observe, document, and assess individual and group needs.			
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

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

### Rating Scale

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

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

### Rating Scale

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts Always	16-13 pts Usually	12-0 pts Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function G: Develop Personally and Professionally

### Rating Scale

Key Activity	As a lead early childhood teacher, to what level is the trainee able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

Name \_\_\_\_\_

Date \_\_\_\_\_

**Lead Early Childhood Teacher  
Summary of Points @ 60% of Grade**

<b>Critical Work Function</b>	<b>Points Possible</b>	<b>Points Awarded</b>
<b>A. Create and Maintain a Safe and Healthy Environment</b>	<b>5 x 20 = 100</b>	
<b>B. Meet Each Child's Individual Needs and Plan for Group Needs</b>	<b>3 x 20 = 60</b>	
<b>C. Prepare and Evaluate the Learning Environment</b>	<b>3 x 20 = 60</b>	
<b>D. Develop and Implement Curriculum</b>	<b>5 x 20 = 100</b>	
<b>E. Support the Child and Family</b>	<b>5 x 20 = 100</b>	
<b>F. Create and Maintain a Professional Team Environment</b>	<b>3 x 20 = 60</b>	
<b>G. Develop Personally and Professionally</b>	<b>5 x 20 = 100</b>	
<b>Attendance and participation in Laboratory assignments with children, staff (100 hrs), conferences, meetings (10 hrs)</b> <i>Criteria: Arrives on time for all scheduled participation. Calls in advance if unable to attend scheduled time.</i>	<b>20</b>	
<b>TOTAL POINTS:</b>	<b>600</b>	