

# Human Services: Early Childhood Development & Services Focus Area

Demonstrate communication techniques with children to facilitate ongoing development and enhance learning. [HUEC01](#)

- 1 Interact with child as an individual and in group settings.** [HUEC01.01.01](#)

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- 2 Interact with children on their level (e.g., bend down to engage children and provide support).** [HUEC01.01.02](#)

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- 3 Confirm that staff members question children when appropriate.** [HUEC01.01.03](#)

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- 4 Regularly engage parents in conversations concerning their child's development, child development in general, and current issues in the program or classroom.** [HUEC01.01.04](#)

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- 5 Regularly engage children in meaningful conversations about areas of interest to the child.** [HUEC01.01.05](#)

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- 6 Ask children to comment and question openly and often.** [HUEC01.01.06](#)

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- 7 Rephrase and respond to comments appropriately and accurately.** [HUEC01.01.07](#)

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- 8 Provide a positive role model to the children.** [HUEC01.02.01](#)

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- 9 Interact with child in a positive manner.** [HUEC01.02.02](#)

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- 10 Use grammatically correct speech in communication.** [HUEC01.02.03](#)

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- 11 Engage children in meaningful and developmentally appropriate conversations to enhance learning and direct behavior.** [HUEC01.03.01](#)

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- 12 Regularly engage children in meaningful conversations about areas of interest to the child.** [HUEC01.03.02](#)

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- 13 Confirm that children understand and respond by following directions.** [HUEC01.03.03](#)

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- 14 Use strategies when providing guidance/intervention for inappropriate behavior (e.g. redirection, appropriate choices, etc.).** [HUEC01.03.04](#)

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- 15 Ask children for input on classroom rules and routines.** [HUEC01.03.05](#)

**Communicate effectively with fellow staff members to facilitate child development activities.** HUEC02

- 1 Communicate about classroom activities.** HUEC02.01.01
- 2 Communicate scheduled meetings to parents and family.** HUEC02.01.02
- 3 Keep accurate meeting records.** HUEC02.01.03
- 4 Implement action plans that are agreed to by all parties.** HUEC02.01.04
- 5 Communicate about the developmental abilities of the children in the classroom.** HUEC02.02.01
- 6 Document in clear, concise writing the child's development and services provided.** HUEC02.02.02
- 7 Keep accurate records up-to-date and readily available.** HUEC02.02.03
- 8 Communicate information with staff and family members.** HUEC02.03.01
- 9 Develop a system that enables communication to be shared as appropriate and needed.** HUEC02.03.02
- 10 Develop a system to assure continual contact with parents, guardians and caregivers.** HUEC02.03.03
- 11 Document and share intervention strategies (when needed) regarding typical and atypical child development.** HUEC02.04.01
- 12 Respond quickly to situations that require adult intervention, such as injury or behavior issues.** HUEC02.04.02
- 13 Take immediate action to help a child, which may include first aid or calling 911.** HUEC02.04.03
- 14 Inform supervisor of problem and action.** HUEC02.04.04
- 15 Document incident report.** HUEC02.04.05

**Maintain working knowledge of child development licensing and certification organizations to keep abreast of current procedures and changes.** HUEC03

- 1 Identify appropriate licensing regulations.** HUEC03.01.01
- 2 Document that program is compliant with current licensing regulations.** HUEC03.01.02
- 3 Respond to all licensing and certification communications in a timely manner.** HUEC03.02.01
- 4 Maintain required credentials.** HUEC03.02.02
- 5 Initiate communication as needed to resolve situations.** HUEC03.03.01
- 6 Respond proactively when problems arise.** HUEC03.03.02

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**7 Follow through with suggestions provided.** HUEC03.03.03

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**8 Cooperate with all service providers.** HUEC03.04.01

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**9 Respond to requests or concerns.** HUEC03.04.02

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**10 Follow through with solutions in a timely manner.** HUEC03.04.03

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**11 Meet state-specific early childhood requirements for employment and licensing regulations.** HUEC03.05.01

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**12 Document employee CDA certifications.** HUEC03.05.02

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**13 Document continuing education classes.** HUEC03.05.03

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**Create and maintain relationships between staff and parents/family members to encourage involvement and facilitate child development and learning.** HUEC04

**1 Develop activities that promote staff and parent/family member involvement.** HUEC04.01.01

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**2 Greet parents and family members when they enter the program or classroom.** HUEC04.01.02

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**3 Use correct names for parents and family members.** HUEC04.01.03

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**4 Listen and talk to parents and families about their expectations and hopes.** HUEC04.01.04

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**5 Document parents' actions and comments indicating understanding of information provided.** HUEC04.01.05

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**6 Show respect for various family structures.** HUEC04.01.06

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**7 Demonstrate strategies to establish and communicate the parent's and family's role as primary teachers.** HUEC04.02.01

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**8 Request parents' suggestions for curriculum development.** HUEC04.02.02

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**9 Discuss child's progress with parents at formal and informal meetings.** HUEC04.02.03

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**10 Suggest developmentally appropriate activities that the parent can do with their child at home.** HUEC04.02.04

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**11 Educate families on the development of their child.** HUEC04.03.01

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**12 Write and phone parents/family regularly to inform them about child's progress and activities.** HUEC04.03.02

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**13 Provide parents with developmental information about their child and typically developing children of their child's age.** HUEC04.03.03

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Evaluate safety and sanitation procedures associated with the early childhood education environment to assure compliance and prevent potential hazards. **HUEC05**

- 1 Meet health requirements.** **HUEC05.01.01**
- 2 Provide a safe and sanitary environment.** **HUEC05.01.02**
- 3 Provide and maintain safety indoors and outdoors.** **HUEC05.02.01**
- 4 Provide supervision at all times.** **HUEC05.02.02**
- 5 Respond to emergency situations appropriately.** **HUEC05.03.01**
- 6 Follow organizational policies and procedures.** **HUEC05.03.02**

Adhere to ethical and legal responsibilities, laws and regulations to protect children and families. **HUEC06**

- 1 Comply with early childhood education laws and regulations.** **HUEC06.01.01**
- 2 Follow through with reporting cases of child abuse.** **HUEC06.01.02**
- 3 Maintain confidentiality when handling any information concerning children, parents, or other staff members.** **HUEC06.01.03**
- 4 Demonstrate respect for diversity in the early childhood environment.** **HUEC06.02.01**
- 5 Treat children, parents, and other staff with respect at all times.** **HUEC06.02.02**
- 6 Recognize abuse and neglect.** **HUEC06.03.01**
- 7 Identify documentation needed in the reporting process.** **HUEC06.03.02**
- 8 Determine appropriate authorities and agencies for reporting incidents.** **HUEC06.03.03**
- 9 Report incidents following proper procedures.** **HUEC06.03.04**

Apply principles of child growth and development, including social, emotional, physical and cognitive milestones, to provide comprehensive program offerings. **HUEC07**

- 1 Evaluate curriculum for compliance with state-specific and NAEYC standards.** **HUEC07.01.01**
- 2 Observe, assess, and document children's participation type and level.** **HUEC07.01.02**
- 3 Observe, assess, and document children's developmental progress.** **HUEC07.01.03**
- 4 Document that curriculum meets standards.** **HUEC07.01.04**
- 5 Evaluate child's strengths and needs.** **HUEC07.02.01**
- 6 Create rapport with the children and parents/family members.** **HUEC07.02.02**
- 7 Analyze children's developmental level from observation and elicited information.** **HUEC07.02.03**

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- 8 Recognize developmental delays in children.** HUEC07.02.04
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- 9 Analyze information and observations to individualize a plan of instruction for each child.** HUEC07.03.01
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- 10 Observe, assess, and document that children can follow the plan successfully.** HUEC07.03.02
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- 11 Observe, assess, and document children's progress.** HUEC07.03.03
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- 12 Plan developmentally appropriate activities and lesson plans to reflect various cultures, interests, and developmental levels.** HUEC07.04.01
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- 13 Observe, assess, and document children's progress.** HUEC07.04.02
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- 14 Plan learning activities focused on various cultures.** HUEC07.04.03
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- 15 Plan activities and practices that support the development of special needs children.** HUEC07.04.04
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- 16 Implement activities and lesson plans to reflect various interests, cultures, and developmental levels including special needs.** HUEC07.05.01
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- 17 Observe, assess, and document children's progress.** HUEC07.05.02
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- 18 Identify community agencies to provide special needs services.** HUEC07.05.03
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- 19 Provide books, posters, food, and music that represent diversity.** HUEC07.05.04
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**Evaluate curriculum for inclusiveness of children with special needs.** HUEC08

- 1 Evaluate curriculum for inclusiveness of children with special needs.** HUEC08.01.01