

Occupational Standards
for Child Care Administrators

CHECKLIST



**Child Care
Human Resources
Sector Council**

The Child Care Human Resources Sector Council

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early childhood community development centre

 mentoring pairs for child care

The Early Childhood Community Development Centre

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Introduction

The following document is based on information from the *Occupational Standards for Child Care Administrators (2005)* and rating scale found in the *Occupational Standards for ECEs “How To” Guide (2010)*. Both documents are Child Care Human Resources Sector Council (CCHRSC) publications.

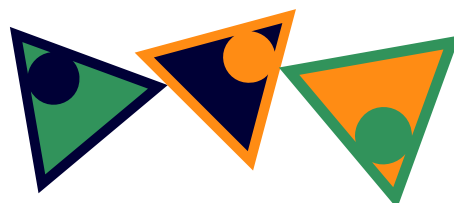
The *Occupational Standards for Child Care Administrators* describe the knowledge, skills and abilities child care administrators need to do their job effectively. The standards were developed and validated for the early childhood education and care sector in collaboration with over 160 early childhood administrators across Canada developed through key information, regional workshops and provincial/territorial validation exercises.

For more information on the *Occupational Standards for Child Care Administrators* or to download your free copy, please visit the CCHRSC website at www.ccsc-cssge.ca. To request print copies of the Standards, please visit the website and fill out the online order form.

This self-assessment checklist booklet was developed in collaboration with the Early Childhood Community Development Centre’s (ECCDC) Mentoring Pairs for Child Care project and is intended to be used in order to identify areas of strength and those needing further development according to the tasks and rating scale outlined in the *Occupational Standards for Child Care Administrators* and *ECEs* and associated materials.

The ECCDC is an independent, charitable organization that provides support, resources, and training to early learning and care professionals and programs in Niagara. The ECCDC also supports the provision of quality child care beyond Niagara through Consultation and Training Services and its Mentoring Pairs for Child Care (MPCC) program and related resources. For further information on the ECCDC, visit www.eccdc.org. To learn more about Mentoring Pairs for Child Care, visit www.mentoringpairsforchildcare.org.

To obtain additional print copies of this booklet, please contact the ECCDC at eccdc@eccdc.org.



Section A: Child Development & Care

A.1. Develops and Implements Children's Programs.

1. Refer to the *Occupational Standards for Child Care Administrators* Section A, Task A.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
5. Develop a professional development plan to strengthen your competency in this task.

Ratings Key

1 = None	2 = Novice	3 = Functional	4 = Competent	5 = Mastery
I have no experience in this area	I am developing skills and knowledge in this area	I can perform this area with some support	I work independently in this area with initiative and adapt to special situations	I demonstrate this area well enough to mentor others

Occupational Standard	Sub-Task	1	2	3	4	5
A. Child Development & Care	1.1 Develops and implements a philosophy of early childhood education and care.					
	1.2 Applies pedagogical guidelines.					
	1.3 Provides program support to staff.					
	1.4 Develops philosophies and practices for meeting children's needs.					
	1.5 Monitors program activities.					
	1.6 Evaluates programs.					
Task						
1. Develops and Implements Children's Programs.						

Professional Development Plan Example

Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN

Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.2. Creates Child-Centred Environments.

1. Refer to the *Occupational Standards for Child Care Administrators* Section A, Task A.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
A. Child Development & Care	2.1 Maintains an environment respectful of children's strengths and needs.					
	2.2 Ensures a child-friendly learning environment.					
	2.3 Manages space requirements and specifications based on children's strengths and needs.					
	2.4 Protects and respects the rights of children.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Human Resources

B.3. Recruits Staff.

1. Refer to the *Occupational Standards for Child Care Administrators* Section B, Task B.3.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task					
		1	2	3	4	5
B. Human Resources	3.1 Determines staffing needs.					
	3.2 Advertises for staff.					
	3.3 Interviews prospective staff.					
	3.4 Screens prospective staff.					
	3.5 Hires staff.					
	3.6 Orients staff.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Human Resources

B.4. Manages Staff.

1. Refer to the *Occupational Standards for Child Care Administrators* Section B, Task B.4.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task					
		1	2	3	4	5
B. Human Resources	4.1 Motivates staff.					
	4.2 Supervises staff.					
	4.3 Evaluates staff.					
	4.4 Supports and addresses staff behaviour.					
	4.5 Maintains staff records.					
	4.6 Conducts staff meetings.					
Task						
4. Manages Staff.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Human Resources

B.5. Manages Professional Development.

1. Refer to the *Occupational Standards for Child Care Administrators* Section B, Task B.5.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task	1	2	3	4	5
B. Human Resources	5.1 Determines professional development needs.					
Task	5.2 Identifies professional development opportunities.					
5. Manages Professional Development.	5.3 Provides for professional development opportunities.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Human Resources

B.6. Manages Labour Relations.

1. Refer to the *Occupational Standards for Child Care Administrators* Section B, Task B.6.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
B. Human Resources	6.1 Follows employment standards.					
Task	6.2 Establishes and Implements working conditions.					
6. Manages Labour Relations.	6.3 Manages problem solving and conflict resolution.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Human Resources

B.7. Manages External Human Relations.

1. Refer to the *Occupational Standards for Child Care Administrators* Section B, Task B.7.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
B. Human Resources	7.1 Determines requirements for external human resources.					
	7.2 Screens and engages external human resources.					
	7.3 Orients external human resources.					
	7.4 Monitors external human resources.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Financial

C.8. Prepares Budget.

1. Refer to the *Occupational Standards for Child Care Administrators* Section C, Task C.8.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
C. Financial	8.1 Determines revenue sources.					
Task	8.2 Estimates expenses.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Financial

C.9. Manages Revenue and Expenditures.

1. Refer to the *Occupational Standards for Child Care Administrators* Section C, Task C.9.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task					
		1	2	3	4	5
C. Financial	9.1 Maintains financial records.					
	9.2 Interprets financial statements.					
	9.3 Manages accounts receivable.					
	9.4 Manages accounts payable.					
	9.5 Participates in audit process.					
	9.6 Manages enrolment.					
	9.7 Orders materials and supplies.					
	9.8 Orders equipment.					
Task						
9. Manages Revenue and Expenditures.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section D: Facilities

D.10. Ensures a Safe and Healthy Environment.

1. Refer to the *Occupational Standards for Child Care Administrators* Section D, Task D.10.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
D. Facilities	10.1 Assesses risk.					
	10.2 Develops emergency procedures.					
	10.3 Responds to facility emergencies.					
	10.4 Responds to physical and emotional trauma.					
	10.5 Manages health practices.					
	10.6 Ensures safe food handling.					
	10.7 Provides for balanced menus and special dietary needs.					
Task						
10. Ensures a Safe and Healthy Environment.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section D: Facilities

D.11. Manages Facilities.

1. Refer to the *Occupational Standards for Child Care Administrators* Section D, Task D.11.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
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Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
D. Facilities	11.1 Manages facility/site repair and maintenance.					
	11.2 Manages equipment repair and maintenance.					
	11.3 Ensures compliance with building regulations and codes.					
	11.4 Participates in design of new and existing facilities.					
Task						
11. Manages Facilities.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Family and Community Relations

E.12. Creates a Family-Friendly Environment.

1. Refer to the *Occupational Standards for Child Care Administrators* Section E, Task E.12.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
E. Family and Community Relations	12.1 Supports a culture of respect for all families.					
	12.2 Promotes family involvement.					
	12.3 Provides resources to families.					
	12.4 Refers families to external resources.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Family and Community Relations

E.13. Creates and Maintains Links with the Community.

1. Refer to the *Occupational Standards for Child Care Administrators* Section E, Task E.13.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
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Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
E. Family and Community Relations	13.1 Advocates on behalf of quality early childhood education and care.					
	13.2 Establishes partnerships with external resources.					
	13.3 Informs the public about the value of quality early childhood education and care.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section F: Governance

F.14. Participates in Organizational Policy Development.

1. Refer to the *Occupational Standards for Child Care Administrators* Section F, Task F.14.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
F. Governance	14.1 Maintains awareness of current legislation.					
Task	14.2 Contributes to the development of governance policies.					
14. Participates in Organizational Policy Development.	14.3 Develops operational policies and guidelines.					
	14.4 Monitors and evaluates policies.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section F: Governance

F.15. Plans for the Organization.

1. Refer to the *Occupational Standards for Child Care Administrators* Section F, Task F.15.
2. Review the sections describing: required skills and abilities; and required core knowledge.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
F. Governance	15.1 Assesses community needs for early childhood education and care.					
Task	15.2 Develops strategic, business and annual operational plans.					
15. Plans for the Organization.	15.3 Develops ongoing communications strategies.					
	15.4 Markets services and activities.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section F: Governance

F.16. Relates to Relevant Governing Authority.

1. Refer to the *Occupational Standards for Child Care Administrators* Section F, Task F.16.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
F. Governance	16.1 Advises and supports the function of governing authorities.					
Task	16.2 Prepares and presents reports.					
16. Relates to Relevant Governing Authority.	16.3 Implements direction from governing authority.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
C.8 Prepares budget	Meet with accountant to develop the budgeting process	2 hours of accountant's time @ \$100-200 per hour	Within one month	Budget development process documented; budget completed in line with process and organization's financial policies

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

