

Task Profile Chart

OCCUPATIONAL STANDARDS FOR EARLY CHILDHOOD EDUCATORS

SECTION

TASKS

SUB-TASKS

A

Child Development and Care

01 Facilitate the development and behaviour of children.	1.1 Use a variety of observation and documentation techniques.	1.2 Facilitate cognitive development of children.	1.3 Facilitate language development of children.	1.4 Facilitate social development of children.	1.5 Facilitate acceptance of diversity.	1.6 Facilitate emotional development of children.	1.7 Facilitate creative development of children.	1.8 Facilitate physical development of children.							
02 Develop, implement and evaluate programs.	2.1 Research a variety of curriculum models.	2.2 Implement inclusion policy.	2.3 Develop infant program.	2.4 Develop toddler program.	2.5 Develop pre-school program.	2.6 Develop kindergarten program.	2.7 Develop school-age program.	2.8 Develop multi-age program.	2.9 Modify environment to provide accessibility.	2.10 Implement program.	2.11 Evaluate program.				
03 Support the holistic development of all children.	3.1 Build meaningful relationships with the children.	3.2 Identify and expand upon learning opportunities (teachable moments).	3.3 Identify and support child's individual learning and development.	3.4 Identify and support diversity, equity and inclusion.	3.5 Maintain documentation of child's development.										
04 Meet health, welfare and safety needs.	4.1 Accommodate for children's allergies.	4.2 Administer medication and/or procedures.	4.3 Implement preventative health and safety measures.	4.4 Develop and implement safe travelling practices.	4.5 Provide first-aid and CPR.	4.6 Implement emergency and evacuation plans.	4.7 Implement security procedures.	4.8 Review safety-related issues.	4.9 Follow safe toileting and diapering procedures.	4.10 Identify and report suspected cases of child abuse and neglect.	4.11 Promote a healthy lifestyle.	4.12 Promote environmentally sound practices.	4.13 Actively supervise children.	4.14 Supervise children during outings and field trips.	
05 Meet nutritional needs.	5.1 Plan and provide nutritious meals and snacks.	5.2 Prepare and provide infant nutrition.	5.3 Promote healthy eating.	5.4 Accommodate for special nutritional requirements.											
06 Guide children's behaviour.	6.1 Establish with colleagues an environment to foster positive behaviour in the program.	6.2 Guide and observe children.	6.3 Implement positive behaviour guidance.	6.4 Facilitate appropriate language.	6.5 Facilitate conflict resolution.	6.6 Facilitate empathy.	6.7 Use and promote active listening skills.	6.8 Use natural or logical consequences.	6.9 Protect children from physical and emotional harm.	6.10 Facilitate problem-solving skills.	6.11 Facilitate coping skills.				

B

Equipment and Facilities

01 Develop and maintain a safe environment.	1.1 Check for physical hazards.	1.2 Maintain and implement safety standards and protocols.	1.3 Use developmentally-appropriate equipment.	1.4 Adapt programming and equipment to unique settings and situations.											
02 Operate and maintain facilities.	2.1 Maintain equipment, materials and furnishings.	2.2 Maintain indoor and outdoor physical environment.	2.3 Monitor cleanliness and sanitation of all areas used by children.												

C

Family and Community Relations

01 Form collaborative partnerships with families.	1.1 Build and maintain meaningful relationships with families.	1.2 Orient families to the program.	1.3 Communicate with families.	1.4 Collaborate with parents.	1.5 Provide family resources.										
02 Use community resources.	2.1 Access and engage community resources, facilities and services.	2.2 Raise awareness of community events.	2.3 Involve volunteers.												
03 Advocate for children and families.	3.1 Make connections between families and resources.	3.2 Respect the rights of the child.													
04 Provide an inclusive environment.	4.1 Collaborate with parents to identify strengths, needs and interests of the child.	4.2 Collaboratively develop and implement inclusion plans with other professionals and parents.													

D

Professional Relationships

01 Work as a member of a team.	1.1 Create partnerships with colleagues.	1.2 Participate in meetings.	1.3 Liaise with stakeholders.	1.4 Demonstrate leadership.	1.5 Follow policies and procedures.										
02 Mentor others.	2.1 Support and guide colleagues and students.	2.2 Facilitate mentee's professional development.	2.3 Act as a resource.												

E

Personal and Professional Development

01 Conduct self professionally.	1.1 Maintain professionalism.	1.2 Follow policies and procedures.	1.3 Use a code of ethics to guide practice.	1.4 Maintain confidentiality.	1.5 Maintain required professional certifications and/or registrations.	1.6 Keep up-to-date with legislative requirements.									
02 Maintain a work/life balance.	2.1 Engage in ongoing self-assessment.	2.2 Maintain physical health.	2.3 Maintain mental well-being.												
03 Participate in professional development.	3.1 Develop and implement a professional development plan.	3.2 Evaluate progress based on the professional development plan.	3.3 Participate in professional workshops, courses and ongoing learning.	3.4 Network with peers.											
04 Advocate for the profession.	4.1 Participate in professional organizations.	4.2 Promote the profession.													

F

Record Keeping

01 Maintain records for legislation and regulations	1.1 Record daily and monthly attendance.	1.2 Record and report accidents, incidents and occurrences as required.	1.3 Record cleaning procedures.	1.4 Prepare record of ill health.	1.5 Record medical procedures and the administration of medication.	1.6 Maintain up-to-date children's records.	1.7 Record facility maintenance and safety checks.	1.8 Complete child's daily log for parents.	1.9 Complete daily program log book/record.						
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For additional Task Charts please contact



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