

Early Education Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

Sample Skills/Skill Headings

Administration	Home/Family Support
Assessment	Interactions and Guidance
Child Development & Learning	Multicultural Practice
Classroom Management	Observation/Documentation
Communication/Technology	Program Management
Cultural Competency	Teaching/Monitoring
Curriculum Development	Developmental Domains: Physical, Social, Emotional, Language, Cognitive, Aesthetic
Environmental Planning & Modification	Age Group: Infant, Toddler, Preschool, Kindergarten
Family & Community Relationships	Learning Centers: Sensory Exploration, Creative Arts, Homeliving/Dramatic Play, Language, Music, Science, Computer, Woodworking
Guidance & Conflict Resolution	
Health, Nutrition & Safety	

Certifications/Professional Development & Training

Certificates/Training: Infant/Child First Aid and CPR certification; Food Handler card; TB Test and Satisfactory physical exam; Enrolled in Oregon Office of Child Care Central Criminal Background Registry; Child Abuse Awareness Training; CCA Mandatory Abuse Reporter Training; Blood Borne Pathogens Training

Professional Credentials: Child Development Associate (CDA); Certified Childcare Professional (CCP); Oregon Registry Step 7 (or above); Professional Development Registry (PDR) Level #_; Assistants to Infancy Diploma – Montessori Northwest; Primary Diploma – Montessori Northwest

Resource Materials/Equipment

Children's Resources: Multicultural books and tapes, manipulatives and blocks, puppets and dolls, games and puzzles, maps and globes, art supplies, kitchen & home & carpentry materials/play tools, literacy (inc. phonics), numeracy and math, science, water and sand accessories, gross motor/outdoor play equipment

Evaluation and Assessment Materials: Oregon Kindergarten Assessment, Child Behavior Rating Scale (CBRS), DECA, Dial 3, LAP-R

Equipment: Music and video equipment (camcorder, digital camera), computer hardware and various age-appropriate software, laminator, safety kits and equipment

Sample Skill Statements

Following is a long list of statements for specific skill sets in this field (scroll down to your interest area):

- **Curriculum Development/Lesson Planning**
- **Teaching/Monitoring**
- **Guidance & Conflict Resolution**
- **Observation/Documentation**
- **Assessment**
- **Cultural Competency**
- **Special Needs**
- **Child Development & Learning**
- **Health, Safety & Nutrition**
- **Family & Community Relationships**
- **Administration**
- **Program Management**
- **Communication/Technology**

Curriculum Development/Lesson Planning

Responsible for classroom schedule, subject matter, selection of materials and media, development of learning activities, and documentation of plans
Utilize various techniques for developing multi-cultural, anti-bias curriculum
Design developmentally appropriate, theme-based learning activities
Develop lesson plans that take into account children's cultural and developmental characteristics and needs
Identify and use integrated learning experiences that include language and literacy, math, history, social studies, science, safety, nutrition, music, art, drama and movement
Plan arts and crafts projects to complement weekly educational theme
Plan, implement, and evaluate outdoor environments and activities
Develop, prepare, and implement individual and group projects and activities including: gross and fine motor activities, art and drama, music and movement, non-competitive games, and language development (reading, writing, storytelling, and listening)
Plan and implement room decorations and set up learning stations
Develop a variety of music and movement activities, techniques, and materials for children from birth to age 6

Teaching/Monitoring

Observe curriculum, emphasizing play, active manipulation of concrete objects, child choice and decision-making, exploration of the environment and interaction with others
Utilize a variety of classroom strategies to support children's learning, while including all aspects of the curriculum into the classroom (including health, nutrition, mental health, safety, and cultural and linguistic responsiveness)
Ensure a balance of child-directed and adult-directed activities in the classroom
Design, implement and evaluate experiences that promote positive development and learning
Lead storytelling sessions, read books to children, and teach them painting, drawing, handwork, songs
Supervise children on playground and field visits
Work with children to help them solve problems, instead of imposing solutions
Skilled in using developmentally appropriate guidance approaches, such as redirection, positive reinforcement, effective praise and encouragement, and problem solving
Plan routines, transitions, room arrangement and activities to support social/emotional development and diminish challenging behaviors
Create and share cooking, gardening, block play and woodworking activities with children

Guidance & Conflict Resolution

Ensure that children are constantly supervised with consistent and positive guidance techniques
Use reflective communication techniques to identify children's emotions
Use strategies such as listening, labeling, drawing pictures and role-playing with children for appropriate expression of emotions
Teach individual children coping skills for dealing with their own emotions and feelings
Involve children, as appropriate, in decision making about facility/program rules and consequences of behavior
Facilitate children working through issues, conflicts, and transitions in their lives through puppetry and theater

Observation/Documentation

Monitor children's progress by completing developmental observations for each child and individualizing goals throughout the program
Observe and record in anecdotal form children's behavior in exploration and play
Create a developmental profile for each child using observations, anecdotal notes, and formal and informal assessments
Provide daily written descriptions of children's day and weekly parent letters

Assessment

Screen, assess, and record observations and evaluations of child development, including referrals for cognitive, language, vision, health, and social development

Write comprehensive bi-annual assessments of children's academic and behavioral progress
Knowledge of formal and informal assessment tools and strategies, and strengths and weaknesses of various assessment methodologies
Awareness of learning styles and how they might influence assessment process and results
Identify specific resources to assist an assessment partnership, such as licensing consultant, health care providers, childcare food program consultants, etc.
Use assessment results to individualize program planning
Coordinate the process of assessing children, including initial screenings, ongoing developmental, and specialized assessments, to determine if a disability exists
Conduct developmental screenings of infants' and toddlers' motor, language, social, cognitive, perceptual, and emotional skills
Engage children in assessing their own work through the portfolio process

Cultural Competency

Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups
Create and implement flexible, comprehensive plans oriented to children, family, and cultural contexts
Design developmentally appropriate and culturally sensitive materials and activities that families can use at home with their children
Select and utilize curriculum that is anti-bias and reflective of children's culture, language and community
Develop and select learning experiences and strategies that affirm and respect family, cultural and societal diversity, including language differences
Provide books, toys, music, activities, and decorations that reflect the diversity of all children
Apply various techniques for incorporating people's histories, values, and belief systems into child-and-family-centered practices

Special Needs

Knowledge of standardized assessments used for accountability and identification of special needs
Participate in a multidisciplinary team of staff and parents to develop and implement an Individualized Education Program (IEP) or Individualized Family Services Plan (IFSP) for each child with disabilities
Analyze goals from IEP/IFSP and write plans for daily activities that incorporate these goals
Monitor, interpret, and document behavior in accordance with each child's treatment plan and IEP
Consult regularly with parents and staff on the progress of disabilities services and of the children with disabilities who are enrolled
Work with children with special needs, including disabilities, developmental delays, emotional disorders and special abilities

Child Development & Learning

Knowledge of DAP curriculum, Emergent curriculum, Head Start Outcomes Framework, Reggio-inspired practices, Montessori practices, Hooked on Phonics
Understanding of children's abilities, learning styles, temperaments, and developmental profiles
Plan, experience, and adapt curriculum based on individual developmental needs of children
Guide children and families in creating portfolios to illustrate growth in several development areas including: motor, social-emotional, cognitive, literacy and language, creative expression
Implement learning environments and projects that support development of different learning styles and multiple modes of intelligence
Provide toddlers with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group

Health, Safety & Nutrition

Conform to program confidentiality policies and follow child supervision and guidance policies
Understanding of local, state and national standards
Note signs of emotional distress and child abuse and neglect and follow program and state guidelines for reporting to protective services

Conduct regular checks of safety and cleanliness of indoor and outdoor play areas, and address identified problems
Maintain and set up center and playground equipment; monitor for safe operation and make minor repairs
Clean up center and playground after activities
Organize storage of equipment, materials, food and kitchen supplies
Prepare and serve snacks/lunches to children, following safety and sanitary regulations; clean up after meals
Follow (or coordinate) safety and sanitation procedures, first aid, and emergency medical procedures
Review, evaluate, and interpret health records and recommend referrals as necessary
Conduct basic medical procedures requested for specific children's needs, such as tube feeding, administering prescribed medications and breathing treatments, applying a brace
Teach children the components of a nutritionally balanced diet
Instruct children in practices of personal cleanliness and self-care

Family & Community Relationships

Post daily schedule and weekly lesson plans on parent bulletin board
Write and distribute parent newsletters, conduct regularly scheduled parent conferences and home visits
Plan and implement parent meetings addressing relevant topics and incorporating community resource people
Knowledge of theories of family systems and their application
Coordinate social service referrals and follow-up
Compile resources, written and electronic materials, and lists of community agencies and organizations that families can access
Confer with parents to explain preschool (or other facility) program and to discuss ways they can develop their child's interest
Assist parents to strengthen their knowledge of community resources and support parents in problem solving
Educate families about play-based learning experiences and how to choose materials based on developmental age of child

Administration

Keep accurate center records: attendance, parent information, schedules, receipts, fees
Adapt (or create) an easily accessed bookkeeping system
Create an annual budget; reconcile incomes and expenses monthly
Apply Time-Space formula in a family/group childcare home setting in accordance with IRS standards to calculate accurate expenses
Process customer invoices and calculate payment schedules
Complete comprehensive monthly report to reflect inventory control, accounts payable/receivable, and adherence to federal health and safety regulations

Program Management

Analyze and revise organizational structure, job descriptions and personnel policies and procedures
Supervise and evaluate daily work of classroom assistants, student teachers and volunteers
Oversee the recruitment, training, and scheduling of parent volunteers
Manage eight center employees and evaluate job performance through biannual reviews
Administer fund raising program

Communication/Technology

Familiar with appropriate technology, including computer software, available for young children
Computer Skills: Word, Excel, PowerPoint
Use media and technology to encourage family involvement in the childcare environment, such as video tapes of activities, displays of photographs, e-mail and voicemail communication, Internet, and cameras
Bilingual skills with fluency in English, Spanish, Russian, ASL, (etc.)
Communicate effectively in Spanish (Vietnamese) in both oral & written form