

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD American Academy of Pediatrics
A. BECOMING A CHILD CARE PROFESSIONAL		
1. Select an Occupational Goal	P2	N/A
2. Participate in Professional Development Activities	P3	1.009
3. Display Ethical Behavior on the Job	P2, P5	2.042
4. Communicate Effectively on the Job with Children, Parents and Co-Workers	PRF3	N/A
5. Participate in Staff Meetings	P2	N/A
6. Develop a Resume	P6	N/A
7. Develop a Cover Letter	P6	N/A
8. Develop an Individual Portfolio for Use in an Interview	P6	N/A
9. Participate in a Volunteer Field Experience	P2	N/A
10. Develop a Child Portfolio	P2	2.049
11. Certified Child Care Choices	P2	N/A
12. Early Childhood Education Choices	P2	N/A
B. PERFORM SAFETY FUNCTIONS		
1. Conduct an Inspection for Safety Hazards	HS1, PM6	5.048, 5.159
2. Plan and Conduct an Emergency Evacuation Drill	HS1, PM6	5.021, 8.024
3. Prepare an Accident Report	HS1, PM6	8.062
4. Complete First Aid/CPR Training	HS1, PM6	1.027, 1.026
5. Demonstrate Procedures for Contacting a Parent in an Emergency	HS1, PM6	3.048
6. Comply with Communicable Diseases Policy	HS2M, PM6	3.085
7. Comply with Pennsylvania DPW Regulations for Car Safety Restraints	PM6	1.006, 1.008, 2.033, 5.236

NOCTI COMPETENCY CATEGORIES: **PM** Program Management; **P** Professionalism; **ODL** Observation and Documentation of Learning; **HS** Health and Safety; **CD** Cognitive Development; **LDC** Language Development and Communication; **PD** Physical Development; **SED** Social and Emotional Development; **C** Creativity; **CRCE** Culturally Relevant Care and Education; **ICSN** Inclusion of Children with Special Needs; **PACRG** Positive Adult-Child Relationships and Guidance; **PRF** Positive Relationships with Families

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD American Academy of Pediatrics
C. PERFORMING FOOD SERVICE ACTIVITIES		
1. Prepare a Weekly Meal and Snack Plan	HS5, PM6	4.008
2. Prepare a Monthly Snack Budget	HS5	8.074
3. Store Food and Supplies	HS5	4.047, 4.052-57
4. Prepare Snacks	HS5	4.042
5. Serve Snacks	HS5	4.029, 4.031, 4.037-39
6. Clean Snack Preparation and Serving Areas	HS5	4.061-65
D. PROVIDING FOR THE PHYSICAL NEEDS OF CHILDREN		
1. Perform Daily Health Inspection	HS2, PM6	3.001
2. Prepare Child Abuse/Neglect Report	P1, P4, PM6	1.032, 3.056
3. Take Body Temperature	HS2	N/A
4. Demonstrate Procedures for Administering Prescribed Medication	HS2, PM6	N/A
5. Supervise Child Isolated by Illness	HS2	3.066, 3.070, 5.149
6. Supervise Preschool Children Dressing Procedures	PACRG4	3.059
7. Supervise Bathroom Procedures	HS3	3.022, 5.096
8. Assist Children with Toilet Training	PACRG4	2.005
9. Care for Children with Special Needs	ICSN1-3	1.024
E. CONDUCTING DEVELOPMENTAL ACTIVITIES		
1. Select Play Activities for Developing Large Motor Skills	PD1-6	5.085, 5.092
2. Select Play Activities for Developing Small Motor Skills	PD1	N/A
3. Supervise Sand and Water Play	PD6	2.009, 5.194-97

NOCTI COMPETENCY CATEGORIES: **PM** Program Management; **P** Professionalism; **ODL** Observation and Documentation of Learning; **HS** Health and Safety; **CD** Cognitive Development; **LDC** Language Development and Communication; **PD** Physical Development; **SED** Social and Emotional Development; **C** Creativity; **CRCE** Culturally Relevant Care and Education; **ICSN** Inclusion of Children with Special Needs; **PACRG** Positive Adult-Child Relationships and Guidance; **PRF** Positive Relationships with Families

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD American Academy of Pediatrics
4. Guide Dramatic Play Activities	CD3	2.017
5. Record Observations of Child	ODL1-3	2.049
6. Read Stories to Children	LDC5	2.019
7. Tell a Story Using Teaching Aids	LDC5	2.017
8. Conduct Circle Time	CD1-5	2.007
9. Lead Children in Musical Activities	CD1-5	2.017
10. Conduct Fingerplay Activities	CD1-5	2.017
11. Conduct Art Activities	CD1-3	2.017
12. Plan Developmentally Appropriate Science Activities	CD3	2.015
13. Plan Developmentally Appropriate Activities for Sensory Skills	PD6	5.180, 5.091
14. Plan Developmentally Appropriate Activities for Language Skills	LDC1, 2,6	2.017
15. Plan Developmentally Appropriate Activities for Math Skills	CD3	2.017
F. GUIDING SOCIAL AND EMOTIONAL DEVELOPMENT		
1. Orient Child to Child Care Center	PM3	2.004
2. Conduct Entry/Exit Routines	PM3	2.004
3. Promote Good Social Attitudes Among Children	SED2-3	2.039
4. Settle Quarrels	SED4	2.04
5. Assist Child to Deal with Emotional Upset	SED2	2.04
6. Direct Child's Behavior with Positive Guidance	PACRG2	8.008
7. Assist Child in Developing a Positive Self-image	SED1	2.039
G. PREPARE TEACHING AIDS AND SUPPLIES		
1. Prepare a Bulletin Board Display to Illustrate a Theme	PM1	N/A
2. Prepare Flannel Board Materials	PM2	N/A

NOCTI COMPETENCY CATEGORIES: **PM** Program Management; **P** Professionalism; **ODL** Observation and Documentation of Learning; **HS** Health and Safety; **CD** Cognitive Development; **LDC** Language Development and Communication; **PD** Physical Development; **SED** Social and Emotional Development; **C** Creativity; **CRCE** Culturally Relevant Care and Education; **ICSN** Inclusion of Children with Special Needs; **PACRG** Positive Adult-Child Relationships and Guidance; **PRF** Positive Relationships with Families

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD American Academy of Pediatrics
3. Prepare Modeling compound	PM2	N/A
4. Develop an Activities File System for preschool Theme Area	PM3	N/A
H. PLANNING AND CONDUCTING LEARNING ACTIVITIES		
1. Plan a 9-Month Preschool Curriculum	PM3	N/A
2. Plan a Weekly Unit Around a Chosen Theme	PM3	N/A
3. Develop a Lesson Plan	PM4	2.001
4. Teach a Lesson	PM4, PM5	2.015
5. Develop Plans for Multicultural Activities	CRCE1-3	N/A
6. Plan and Conduct a Field Trip	PM3	2.028, 2.037, 2.038
J. WORKING WITH PARENTS		
1. Orient Parents to Child Care Center	PRF1-3	8.005
2. Conduct a Parent Conference	PRF1-3	2.047
3. Refer Parents to Resource Agencies	PRF1-3	2.056
4. Construct a Parent Bulletin Board	PRF1-3	N/A
5. Prepare a Parent Newsletter	PRF1-3	2.066
6. Involve Parents in Child Care Program	PRF1-3	2.05
K. ENTREPRENEURSHIP		
1. Develop a Recordkeeping System	PM7	N/A

NOCTI COMPETENCY CATEGORIES: **PM** Program Management; **P** Professionalism; **ODL** Observation and Documentation of Learning; **HS** Health and Safety; **CD** Cognitive Development; **LDC** Language Development and Communication; **PD** Physical Development; **SED** Social and Emotional Development; **C** Creativity; **CRCE** Culturally Relevant Care and Education; **ICSN** Inclusion of Children with Special Needs; **PACRG** Positive Adult-Child Relationships and Guidance; **PRF** Positive Relationships with Families