

**California Child Development Educator Apprenticeship
Work Processes - Program Director
DOT Code: 092.167-010**

Program Director:

**Approximate
Hours**

<p>A) Health and First Aid: 1)Basic Red Cross First Aid program instruction 2)Identification and proper procedures for minor injuries – abrasions, cuts, bruises, falls, et., and reporting procedures. 3)Handicapped or incapacitated persons transportation and handling. 4)Medical and hospital facilities, emergency policies and liability. 5)Recognition, monitoring, and reporting symptoms of: a) Communicable diseases b) Conditions (abnormal) and maladies c) Physical ailments 6)Observation and identification of children with special needs 7)Policies and liability for procedures regarding treatment and/or medication.</p>	<p align="center">*650 hrs</p>
<p>B) Child Nutrition and Hygiene: 1)Recognition, reporting and recording symptoms of malnutrition, child neglect and abuse. a) Observation and assistance with feeding b) Food preparation and meal patterns and serving 2)Appropriate nutritional requirements for different age groups. a) State Standards b) US Department of Agriculture Standards Sanitation and Cleanliness to children.</p>	<p align="center">*650 hrs</p>
<p>C) Child Observation and Group Activities: 1)Promotes child’s ability to constructively interact and play with other children. a) Stimulate growth through various kinds of play equipment b) Structured activities to promote problem solving 2)Experience with developmental levels through instruction, observation, and performance, recording techniques. a) Physical, social, emotional, mental, and peer group development b) Authority relationships and behavior patterns</p>	<p align="center">*850 hrs</p>
<p>D) Child Supervision: 1)Learning process techniques: a) Teacher directed activities b) Free play (supervised) 2)Discipline and guidance techniques 3)Working with Exceptional Children</p>	<p align="center">*1,000 hrs</p>

*** Denotes more hours and/or increasing responsibility beyond that of a Supervisor, Child Development Specialist.**

NOTE: Minimum requirements - High School Diploma or GED and, generally, all of level 3 Work Processes and RSI (AA or 60 units with 24 ECE/CD units including core courses + 6 units Administration + 2 units Adult Supervision).

(Program Director - Model Standard) continued....

<p>E) Activity Supervision and Direction: 1) Group activity supervision: a) Smaller groups b) Entire groups 2) Individual activity supervision 3) Child creativity recognition and activity supervision 4) Use of physical space and relation to appropriate activity supervision.</p>	<p align="center">*900 hrs</p>
<p>F) Parent Consultation techniques: 1) Observation, data collection, listening techniques, and behavior description and interpretation. 2) Develops and utilizes local resource referrals for parents of children with special needs. 3) Practices effective skills in parent conferences.</p>	<p align="center">*800 hrs</p>
<p>G) Administration Procedures and Policies: 1) Relationship of Day Care Center to: a) Sponsoring agency, Federal and State and Local Regulations b) Other related community service agencies 2) Liability – Personal and organizational 3) Worker accountability and responsibility and reporting 4) Budgeting sources and program expenditure record keeping 5) Personnel policies and benefits 6) Administrative records and forms completion.</p>	<p align="center">*900 hrs</p>
<p>H) Prepares program correspondence, reports and reviews documentation regarding child’s performance.</p>	<p align="center">*400 hrs</p>
<p>I) Evaluates the performance of Aides’, Assistants’, Associate Teachers’, Teachers’ and Supervisors’, and provides supervision for same.</p>	<p align="center">*600 hrs</p>
<p>J) Implements Staff Development/Teach Professional Behavior. 1) Demonstrate leadership 2) Perform mentoring, coaching and supervision 3) Demonstrate cultural competency 4) Conflict Resolution 5) Staff Consultation and Presentations</p>	<p align="center">*750 hrs</p>
<p>K) General knowledge of Administrative functions of a center(s)/ General Operation of Center(s)/and Company Knowledge. 1) Time Management 2) Business Management</p>	<p align="center">*500 hrs</p>

Total Hours = 8,000 hrs