



Early Childhood Education Program Technical Standards

Students enrolled in the Early Childhood Education Program should be able to meet the established technical standards identified below. The technical standards for the Medical Assistant Program are representative of those found in the Medical Assistant profession.

Ability	Standard	Examples (not inclusive)
Work Habits and Attitudes	Student must demonstrate the ability to: <ul style="list-style-type: none"> ● Develop positive relationships with others ● Maintain composure under pressure ● Demonstrate integrity ● Perform quality work ● Provide quality service ● Show initiative and self direction ● Adapt to change 	<ul style="list-style-type: none"> ● <i>Interacts with others with respect and in a non-judgemental manner, responds to others in an appropriate manner, helpful to co-workers and peers when accomplishing tasks/goals, applies problem solving strategies to improve relations with others. Shows traits such as compassion, listening, coaching, team development and appreciation.</i> ● <i>Uses critical thinking skills to determine best options or outcomes when faced with challenging situations, carries out assigned duties while under pressure, acts in a respectful professional manner, applies stress management techniques to cope under pressure.</i> ● <i>Carries out written and verbal work accurately, completes work efficiently and timely, performs basic math accurately, conserves resources, supplies and materials, adheres to worksite regulations and practices.</i> ● <i>Displays a respectful and professional image to customers, displays an enthusiastic attitude and desire to take care of customers needs.</i> ● <i>Prioritizes and carries out responsibilities without being told, responds with enthusiasm and flexibility and balances personal activities to minimize interference with work responsibilities</i> ● <i>Shows flexibility and willingness to learn new skills for various job roles, modifies own work behaviors based on feedback and displays a 'Can Do' attitude.</i> ● <i>Be a lifelong learner and fulfill mandated continuing education.</i>
Communication Skills	Students must effectively: <ul style="list-style-type: none"> ● Communicate effectively with others ● Collaborate with others 	<ul style="list-style-type: none"> ● <i>Adjust communication approach for the audience, purpose and situation, organizes messages/information in a logical helpful manner, speaks clearly and writes legibly, models active listening, applies what is read to practice and asks appropriate questions for clarity.</i> ● <i>Works effectively in teams with people of diverse backgrounds, shares responsibility for collaborative work, uses problem solving processes to work through differences, shares information and carries out responsibilities in a timely manner.</i>
Health and Safety	Students must be able to: <ul style="list-style-type: none"> ● Follow state required health and safety procedures ● Maintain a safe work environment 	<ul style="list-style-type: none"> ● <i>Follow personal safety requirements, be free from communicable disease</i> ● <i>Be capable and physically able to perform emergency first aid and safety procedures.</i> ● <i>Maintain an awareness of child allergies and differing needs, maintain family and child confidentiality and honor mandated reporter responsibilities.</i>



Early Childhood Education Program Technical Standards

	<ul style="list-style-type: none"> ● Demonstrate professional role in an emergency ● Follow security procedures ● Maintain confidentiality 	<ul style="list-style-type: none"> ● <i>Follow state licensing protocol for program safety (i.e. extension cords, location of materials, child pick up and drop off)</i> ● <i>Follow protocol for emergency situations (strangers, fire, tornado etc), practice the program evacuation plan</i>
Physical Abilities	<p>Students must have sufficient:</p> <ul style="list-style-type: none"> ● Endurance, strength, mobility, balance, flexibility and coordination to perform child supervision activities . ● Gross motor and fine motor skills to perform daily classroom management duties. ● Auditory and visual abilities 	<ul style="list-style-type: none"> ● <i>Have mobility to move with ease and speed if necessary, bend, twist, stoop, kneel ,etc.</i> ● <i>Be able to manipulate objects with hands, maintain balance in several positions.</i> ● <i>Sit or stand for long periods of time, get up and down from floor and use small, child sized chairs, ability to adapt to cold weather and supervise children during outdoor play.</i> ● <i>Ability to carry and lift up to 50 pounds, pick up and transfer children from floor to changing table, strollers etc.</i> ● <i>Supervise children with sight and sound, use active supervision, focused attention and intentional observation of children at all times. Staff position themselves so that they can observe all of the children: watching, counting, and listening at all times.</i>

Gateway Technical College is committed to providing access and equal opportunity for all. Reasonable accommodations are provided for all education services, programs, and activities for individuals with disabilities. Students must be able to demonstrate these abilities with or without reasonable accommodations. Accommodations are determined and provided by disability support services. For more information related to the accommodations process, please visit <https://www.qtc.edu/campus-life/learning-success/disability-support-services>

Student's Name (printed) _____

Student's Name (signed) _____ Date _____