









Α Α **ON-THE-JOB LEARNING OUTLINE** Preschool Teacher (USDOL Existing Title: Early Childhood Educator) O*NET-SOC CODE: 25-2011.00 RAPIDS CODE: 3004CB

Instructions for Tracking Apprentice On-the-Job Learning (OJL) Competencies

Initial Training indicates that a mentor/journeyworker has provided training and demonstration of task to the apprentice. a task to

	children with special needs	
13	Follow guidelines for administering medications	
14	Recognize, record and report symptoms of malnutrition,	
	child neglect and abuse	

Jo	b Function: Administration Procedures and Policies		
	Competency Criteria	Initial Training	Mentor Signature and Date When Apprentice is Proficient in Task
15	Understand and explain the relationship of the child care center to federal, state, local regulatory agencies		
16	Understand and explain personal and organizational liability		
17	Complete and retain administrative records in accordance with center policies		
18	Understand and explain personnel policies and benefits		
19	Properly use office technology including computers, copy machines, scanner, laminators, phones, etc.		

Job	Job Function:obobbenefitsbenefitsMoo@derstandIMCCIaManagem&@@pBbffbmBmfffjEMC7BCIBd(use)			

29	Establish rules for behavior	
30	Establish age-appropriate enforcement of rules and procedures for maintaining classroom order	
31	Explain the imp DDG216011006 6060117:1 <u>0</u> D5(xplai)7/ <u>0</u> 16666666868666	



	and adheres to procedures and information/skill gained through such events.	
43	Works as part of a teaching team. Demonstrates	
	cooperation and collaboration.	
44	Can describe the characteristics of a culturally	
	responsive team and the benefits of a positive and	
	culturally responsive working environment.	

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A A RELATED INSTRUCTION



SELECTION PROCEDURES

Minimum Qualifications for Occupation:

Minimum age of 16 Applicants must have a high school diploma or equivalent Applicants must pass a background check

All selection procedures, including Direct Entry, shall be done without regard to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, creed, gender identity, gender expression, ancestry, pregnancy or childbirth (or related conditions), and any other basis protected by federal, state, or local law.

- 1. Front Range Community College (FRCC) assists employer partners with recruitment by sharing employer's job postings/contact information with students and potential students as an apprentice referral. Employers also conduct their own recruitment efforts to recruit potential apprentices.
- 2. Each employer will conduct the hiring and selection according to the employer's company policy. Employer partners agree to provide the Sponsor with their company's hiring policies to demonstrate that their hiring practices are in accordance with the registered apprenticeship program's approved Standards of Apprenticeship, are uniformly and consistently applied to all applicants, and are non-discriminatory.
- 3. Employer notifies FRCC, as sponsor and provider of related instruction, of selected apprentice(s).
- 4. Employer selected apprentices apply to FRCC to become a student to enable them to enroll in related instruction.
- 5. Apprentices are scheduled for required onboarding and orientation sessions to enroll in coursework, understand components of the apprenticeship model, and complete required FRCC enrollment paperwork, including the Colorado Apprenticeship Agreement and confidentiality release forms. During this onboarding and orientation session apprentices receive copies of the Program Standards and information about