

Professional Expectations

Directions: After your group or pair is assigned one of the following scenarios, choose who will represent which role and act out what you think the conversation might sound like.

Expectation #1, Dress in a professionally acceptable manner.

Sandra's shirt does not fully cover her cleavage. A parent has complained to the director that she feels uncomfortable sending her husband to pick up their child when staff members are dressed in this manner. What might the conversation be between the director and the skimpy-topped staff member? Role play and then discuss.

Expectation #2, Display a courteous, positive attitude.

Courteous, positive attitude. One of the staff members was rude to a parent saying that the parent should not stay with their child so long before leaving. "It is disruptive to everyone when you stay so long!" The parent complained to the director. What would the conversation be between the staff member and the director? Role play and then discuss.

Expectation #3, Respect confidentiality, punctuality and timeliness.

One of the child care staff has been 10 minutes late 3 days in a row. They show up with a coffee from a local coffee shop in hand. What would the conversation be between the staff member and the Director? Role play and then discuss.

Expectation #4, Cooperate with co-workers, disengaging in gossip or negative behaviors.

Two employees were overheard discussing what a third employee was doing the night before at a party. What would the conversation be between the staff member(s) and the director? Role play then discuss.

Expectation #5, Make informed and ethical decisions.

One of the classroom teachers is moving out of state and her position is available for other staff to apply. The Child Development Site Supervisor gave the job to the most recent staff person that was hired only one month ago without an interview. What would the conversation be between the director and the staff person who wanted the job? Role play and discuss.

Expectation #6, Accept responsibility for children's learning and development.

One of the parents has complained that her child has not met the expectations for starting kindergarten in 5 weeks. What would the conversation be between the Director and the parent? Role play and discuss.

Expectation #7, Collaborate with your colleagues, families, and the community.

There is concern about a predator in the neighborhood. What would the conversation be between the Director and parents/staff? Role play and discuss.

Expectation #8, Engage in opportunities for professional growth or personal development.

It has come to the Director's attention that an employee's Food Handler's card has expired and they are also behind on their STARS clock hours. What would the conversation be between the staff person and director regarding her expiring credentials? Role-play and discuss.

Summary:

1. What happens when these expectations are not met?
2. If you were the director of an early learning program, how would you make sure your staff lived up to these expectations?

Professional or unprofessional?

Materials Needed

- Handout B-4 “Professional or Unprofessional?”







Use the chart as a guide to have students reflect on which of the practices are professional and which are unprofessional.

OR

Play cards: Professional or Unprofessional?

Print out and photocopy **Handout B-4**, making approximately one third as many copies as you have students. Cut out the handout, keeping each “deck” of cards together. (If you teach this course frequently, you may want to photocopy onto cardstock and laminate). Divide the group into trios and give each trio a “deck” of cards. One person is the dealer who deals out all of the cards--an equal number to each player. Without looking at their cards, each player shows one card at a time. If their card is an example of professional behavior and the other player shows an example of unprofessional behavior – they get the cards for that hand. If both cards are either unprofessional or both are professional – the dealer gets the cards. Tally up who has how many cards at the end of the play.

Professional or Unprofessional?

I follow the rules of confidentiality at work and outside of work	I come to work wearing the following: 	I talk with my co-workers while the children are playing	My shirt is low-cut and my cleavage shows	I take my breaks and lunch as scheduled to “refresh” and “reboot”
I use my cell phone to text when I get a message 	I ask families for input and feedback about activities	I wear jeans with rips and tears and stains	I keep a beverage nearby for when I am thirsty 	I am a model of appropriate hygiene
I work by myself and do not seek help from others	Sometimes my thong shows when I bend over or reach up high	I post pictures of children I care for on my Facebook page.	I keep my cell phone in my pocket for personal use	I call in before start time if I am sick and cannot work
I don't take time to learn the proper pronunciation of the names of the children in my class	I take time for myself outside of work	I sometimes gossip about others at work 	I schedule my appointment outside of work time	I am not respectful of my colleagues
Personal problems sometimes interfere with job performance	I have a positive attitude 	I am dependable and trustworthy	I am on time or early for work every day 	I always wear appropriate clothing to work

School and Early Learning Professional Self-Assessment

Rate yourself from 1 to 5 on each of these professional skills/attributes. Choose three skills that you believe are the most important and number them in order (1,2,3, etc):

- 1 2 3 4 5 I have good attendance.
- 1 2 3 4 5 I am on time for work / school each day.
- 1 2 3 4 5 I call before start time if absent or unable to arrive on time or get missing homework.
- 1 2 3 4 5 I model good basic hygiene (well-groomed, hand washing, etc.).
- 1 2 3 4 5 I wear appropriate clothing.
- 1 2 3 4 5 I follow directions accurately.
- 1 2 3 4 5 I accept constructive suggestions.
- 1 2 3 4 5 I actively seek to assist with routine duties.
- 1 2 3 4 5 I communicate well with teachers.
- 1 2 3 4 5 I demonstrate respect for individual differences
- 1 2 3 4 5 I refrain from allowing personal problems to interfere with school / job performance.
- 1 2 3 4 5 I am dependable and generally well-organized.
- 1 2 3 4 5 I display patience and flexibility.
- 1 2 3 4 5 I display a sense of enjoyment and humor.

Please rate the following by answering the question, "As a child care worker, would I...?"

- 1 2 3 4 5 I maintain a positive attitude about children and work in early learning.
- 1 2 3 4 5 I maintain confidentiality by discussing children, families, and staff members respectfully and in private.
- 1 2 3 4 5 I avoid unnecessary conversation with adults during class time.
- 1 2 3 4 5 I seek help from staff when necessary.

Identify one area you hope to improve upon:

Identify one step you could take to improve as a professional: