

## **PROFESSIONAL STANDARDS OF PERFORMANCE**

- 1) Arrives on time and ready to work. Accurately records work hours. Makes timely arrangements to cover absence from work.
- 2) Plans ahead to lead children's activities. Makes arrangements for needed supplies. Informs children, staff, and parents as needed. Follows through on planned activities.
- 3) Takes advantage of "teachable moments" with children. Uses a variety of positive techniques to interact with children and adults depending on the circumstances. Is responsive to the needs and concerns of others.
- 4) Assures that children are within sight and sound at all times. Sets limits for children that appropriately address safety and behavior. Monitors use of games and equipment. Attends to the needs of individuals without compromising safety and supervision of the group.
- 5) Supervises activities in a way that welcomes all children and respects individual preferences. Channels students into constructive activities. Recognizes and intervenes promptly when voices escalate, words are inappropriate or "body language" threatens.
- 6) Expresses frustration or anger by describing feelings and behaviors to children. Avoids labeling, name-calling or "list-making". Respectfully listens to child's version of the problem. Can disagree or redirect while maintaining the child's self-esteem.
- 7) Helps children express their concerns effectively to others. Assists children in understanding the needs and feeling of others. Engages children in finding ways to solve problems responsibly. Works with children to plan ways to prevent similar problems in the future.
- 8) Teaches children responsibility for cleaning up after themselves. Recognizes needed clean-up and takes the initiative to contribute to the job.
- 9) Is open to growth. Listens and learns from other professionals.

10) Communicates concerns respectfully. Works with other staff for the best interests of the children. Considers the needs and feelings of other staff. Contributes to the program as a “team player”.

11) Listens and affirms parents’ concerns. Encourages teamwork with parents in problem-solving. Shows appreciation for parents’ assistance. Shares children’s progress and successes with parents. Keeps family information and issues confidential. Supports parents in their efforts to provide for their families.

12) Uses appropriate language with children and adults (ie. - avoids “adult” language and topics around children). Uses correct grammar. Uses good judgment about sensitive issues (like sex, religion, etc.) that parents would prefer to be discussed at home. Sets a good example with behavior (eg. - avoids rough-housing, sitting on tables, yelling across the room, teasing, chewing gum or eating in front of others who have nothing, etc.). Dress grooming, and accessories reflect the role of a professional adult leader representing Fitness Fun & Games, Inc. Increases children’s good behavior through verbal and non-verbal recognition.