**Classroom Management**

# Subject Code: 350030

Students will apply developmentally appropriate techniques to advance learners’ social and emotional growth. They will create classroom environments to maximize the learning potential of each learner. Additionally, students will create and enforce classroom rules, establish classroom routines, and model self-discipline for learners. Conflict resolution, positive discipline and behavioral-modification techniques will be emphasized throughout the course.

# Outcome 1.1 Employability Skills

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

# Competencies

* + 1. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
    2. Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.
    3. Give and receive constructive feedback to improve work habits.
    4. Adapt personal coping skills to adjust to taxing workplace demands.
    5. Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.
    6. Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.
    7. Manage time, priorities and resources to achieve personal and professional goals.

# Outcome 1.2 Leadership and Communications

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

# Competencies

1.2.1 Extract relevant, valid information from materials and cite sources of information (e.g., medical reports, fitness assessment, medical test results).

1.2.4 Use negotiation and conflict-resolution skills to reach solutions.

* + 1. Use proper grammar and expression in all aspects of communication.
    2. Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.
    3. Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships.
    4. Identify advantages and disadvantages involving digital and/or electronic communications.
    5. Use interpersonal skills to provide group leadership, promote collaboration and work in a team.
    6. Use technical writing skills to complete forms and create reports.
    7. Identify stakeholders and solicit their opinions.

1.2.15 Use motivational strategies to accomplish goals.

# Outcome 1.3 Business Ethics and Law

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

# Competencies

* + 1. Analyze how regulatory compliance affects business operations and organizational performance.
    2. Follow protocols and practices necessary to maintain a clean, safe and healthy work environment.
    3. Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).
    4. Verify compliance with computer and intellectual property laws and regulations.
    5. Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational and professional ethical standards.

# Outcome 1.4 Knowledge Management and Information Technology

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

# Competencies

* + 1. Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems).
    2. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
    3. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.
    4. Use information technology tools to maintain, secure and monitor business records.
    5. Use an electronic database to access and create business and technical information.
    6. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).
    7. Use electronic media to communicate and follow network etiquette guidelines.

# Outcome 1.5 Global Environment

Evaluate how beliefs, values, attitudes and behaviors influence organizational strategies and goals.

# Competencies

1.5.1 Describe how cultural understanding, cultural intelligence skills and cultural awareness are interdependent.

* + 1. Use cultural intelligence to interact with individuals from diverse cultural settings.
    2. Recognize barriers in cross-cultural relationships and implement behavioral adjustments.
    3. Recognize the ways in which bias and discrimination may influence productivity and profitability.
    4. Analyze work tasks for understanding and interpretation from a different cultural perspective.
    5. Use intercultural communication skills to exchange ideas and create meaning.

# Outcome 2.3 Professionalism

Model behaviors of professional educators, maintain needed licenses or certifications, and advance needed skills to exhibit a desire to contribute to professional growth and development.

# Competencies

* + 1. Identify processes used to integrate new teachers into an educational institution’s culture.
    2. Target and actively participate in relevant professional development opportunities that foster growth.
    3. Utilize advocacy skills that can be used to shape educational policies and regulations.
    4. Adhere to the legal and ethical framework of the teaching profession, and explain the consequences of failing to do so.
    5. Explain the relationship between educational negligence and liability, and describe protections against liability.
    6. Engage in reflective practices to strengthen education and training knowledge and skills.
    7. Seek and use feedback and input from peers and administrators to foster professional growth.

2.3.11 Assess and address personal biases that potentially impact stakeholder interactions.

# Outcome 2.4 Operational Responsibilities

Recognize and fulfill the day-to-day tasks that support teaching and learning.

# Competencies

2.4.2 Complete and maintain up-to-date records (e.g., incident reports, gradebooks, immunization records).

* + 1. Determine the nature of needed documentation and paperwork, and complete them according to protocol.
    2. Select and maintain classroom equipment and supplies.

# Outcome 3.4 Social and Emotional Growth and Development

Apply social and emotional growth and development principles to develop a holistic picture of a learner.

# Competencies

3.4.2 Explain genetic and environmental conditions that affect social growth and development.

* + 1. Identify factors impacting learners’ self-regulation.
    2. Describe how caring, consistent relationships with adults provide external supports.
    3. Implement strategies to ease separation anxiety.
    4. Use strategies to help learners express their emotions.
    5. Incorporate strategies that support social and emotional growth.
    6. Model self-control for learners.
    7. Apply behavioral-management techniques to advance learners’ social and emotional growth.
    8. Use communication techniques that promote social growth and development.

# Outcome 3.7 Cultural Growth and Development

Determine the impact of culture on learner development and behaviors to guide interactions, curriculum decisions, resource selections and instructional planning and delivery.

# Competencies

3.7.6 Implement strategies and techniques that encourage self-esteem and responsibility in learners.

# Outcome 4.1 Safe Environments

Establish and maintain a physically and emotionally safe environment for learners, staff, administrators and volunteers.

# Competencies

4.1.1 Design, maintain, and modify the classroom layout to create a safe environment.

* + 1. Develop and follow emergency action plans.
    2. Design, maintain, and modify the classroom layout to create a safe environment.

4.1.6 Identify the signs, symptoms and impact of physical and mental abuse; and adhere to reporting protocol.

4.1.9 Identify restraint-training techniques and the impact of initiating them.

# Outcome 4.4 Environmental Design

Create and maintain an environment to promote learning, encourage interaction and facilitate classroom management.

# Competencies

* + 1. Compare the effectiveness of different learning environments.
    2. Analyze the impact of environmental factors on the learning environment.
    3. Create a learning environment that fosters collaborative and individual work.

4.4.5 Maintain and modify the learning environment to accommodate performance and behavior.

* + 1. Create learning centers to enable learners to work independently and in small groups.
    2. Design the physical learning environment to address learner needs and abilities.

# Outcome 4.5 Responsive Environment

Establish and maintain a productive and respectful learning environment.

# Competencies

* + 1. Distinguish between individual and group diversity.
    2. Identify the impact of diversity on the learning environment.
    3. Demonstrate cultural awareness.
    4. Model respect for individuals’ or groups’ culturally unique factors.
    5. Develop rapport with learners.
    6. Interact with learners in responsive, consistent, encouraging and supportive ways.
    7. Use positive guidance techniques.
    8. Create a supportive and inclusive learning environment that promotes positive interactions and behaviors to minimize risks.
    9. Set and communicate high and attainable expectations for all learners.
    10. Establish and follow classroom routines.
    11. Determine the impact of diversity in an education and training setting (e.g., linguistics, intellectual abilities, beliefs and values).
    12. Create a culturally compatible learning environment.

# Outcome 4.6 Stakeholder Relationships

Establish and maintain productive relationships with family members, caregivers and community partners.

# Competencies

4.6.2 Identify and implement techniques to constructively and supportively communicate with families or caregivers.

* + 1. Involve family or caregiver in resolving a learner’s conflicts or issues.
    2. Assist families or caregivers in addressing challenging learner behaviors outside the learning environment.
    3. Collaborate with stakeholders and intervention team to meet requirements of learners.
    4. Explain ways in which community members can contribute to learning experiences.
    5. Establish and grow positive relationships with community partners.

# Outcome 4.7 Classroom Management

Manage classroom behavior to create an environment conducive to learning.

# Competencies

* + 1. Identify the importance of learner self-regulation as related to classroom management.
    2. Recognize reasons that learners exhibit inappropriate behavior, and recommend and implement intervention strategies.
    3. Communicate and monitor classroom expectations.
    4. Apply classroom-management techniques to monitor learner engagement.
    5. Respond to and redirect learner behavior.
    6. Implement techniques to foster positive learner behavior.
    7. Implement strategies to encourage learners to comply with classroom rules and procedures.
    8. Identify ways that cultural perspectives can impact conflicts.
    9. Determine when to involve stakeholders in conflict-resolution activities.
    10. Involve learners in development of behavioral standards for the learning environment.
    11. Differentiate instructional strategies to keep all learners engaged.

# Outcome 5.3 Resources

Select, prepare, and utilize resources; and provide opportunities to promote learner development and advancement.

# Competencies

5.3.7 Identify technology resources to support the needs of learners.

5.3.10 Create opportunities that support learner growth and development through extra-curricular activities.