**LD001: *Ethical and Legal Considerations in Leadership***Apply ethical principles and legal requirements to managing and leading diverse individuals and teams.

Short-Answer Assessment Submission Form

## Contact Information

Please provide your contact information and date of submission below.

*Your Name:* First and last

*Your E-mail Address:* Your email here

*Date:* Click here to enter a date

## Instructions

This Competency includes a Short-Answer Assessment. Write your response to each prompt below in the space provided. Beneath the prompts is the Rubric, which will be used by the Competency Assessor to evaluate your responses. Carefully review the Rubric rows associated with each prompt to prepare a complete response.

When writing your response, begin typing where it reads “Enter your response here.” There are no space limitations; you can write as much as needed to satisfy the requirements of the prompt (as defined in the Rubric).

Save this file as LD001\_SA\_firstinitial\_lastname, and upload it to this Assessment within the learning platform. For example, LD001\_SA\_B\_Smith.

Read the following scenarios and respond according to the length requirement indicated.

## Short Answer 1

**Scenario 1.** You are the administrator at a large preschool with 60 employees. One of your teachers has recently returned to work after 10 weeks of maternity leave. She soon learns that her mother is very ill and feels she must take time off again to care for her. What are your responsibilities to this employee, according to the Family and Medical Leave Act (FMLA)? (Length requirement: 2–3 sentences)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 1: Describe the implications of the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Opportunity Act, Fair Labor Standards Act, and Occupational Safety and Health Act on program administration. |
| **Learning Objective 1.1:** Explain legal requirements related to the Family Medical Leave Act (FMLA). | Explanation is missing.  | Response includes a vague or partial explanation of how the administrator in the scenario can meet legal responsibilities related to the FMLA. | Response includes a clear and logical explanation of how the administrator in the scenario can meet legal responsibilities related to the FMLA. | Demonstrates the same level of achievement as “2,” plus the following:Response is supported with specific citations from FMLA. |

## Short Answer 2

**Scenario 2.** You are the administrator of a preschool that has recently hired a teacher with muscular dystrophy who requires leg braces to walk and whose movements are impaired. Your center also has a large outdoor space for students to play in and a small section of that area is inaccessible to the new teacher. What is the appropriate way to handle this situation, bearing in mind the requirements of the American with Disabilities Act (ADA)? (Length requirement: 2–3 sentences)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 1: Describe the implications of the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Opportunity Act, Fair Labor Standards Act, and Occupational Safety and Health Act on program administration. |
| **Learning Objective 1.2:** Explain legal requirements related to the Americans with Disabilities Act (ADA). | Explanation is missing.  | Response includes a vague or partial explanation of how the administrator in the scenario can meet legal responsibilities related to the ADA. | Response includes a clear and logical explanation of how the administrator in the scenario can meet legal responsibilities related to the ADA. | Demonstrates the same level of achievement as “2,” plus the following:Response is supported with specific citations from ADA. |

## Short Answer 3

**Scenario 3.** You are the administrator of an early childhood care center that has just opened. What requirements must you meet to comply with the rules of the Occupational Safety and Health Act (OSHA)? (Length requirement: 2–3 sentences)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 1: Describe the implications of the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Opportunity Act, Fair Labor Standards Act, and Occupational Safety and Health Act on program administration. |
| **Learning Objective 1.3:** Explain legal requirements related to the Occupational Safety and Health Administration (OSHA) rules. | Explanation is missing.  | Response includes a vague or partial explanation of how the administrator in the scenario can meet legal responsibilities related to OSHA. | Response includes a clear and logical explanation of how the administrator in the scenario can meet legal responsibilities related to OSHA. | Demonstrates the same level of achievement as “2,” plus the following:Response is supported with specific citations from OSHA. |

## Short Answer 4

**Scenario 4.** Your preschool employs seven full-time teachers and five part-time assistant teachers. What are your legal requirements, in order to comply with the Fair Labor Standards Act, with regards to both full-time employees and those who work between 10 and 20 hours a week? (Length requirement: 2–3 sentences)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 1: Describe the implications of the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Opportunity Act, Fair Labor Standards Act, and Occupational Safety and Health Act on program administration. |
| **Learning Objective 1.4:** Explain legal requirements related to the Fair Labor Standards Act (FLSA). | Explanation is missing.  | Response includes a vague or partial explanation of how the administrator in the scenario can meet legal responsibilities related to the FLSA. | Response includes a clear and logical explanation of how the administrator in the scenario can meet legal responsibilities related to the FLSA. | Demonstrates the same level of achievement as “2,” plus the following:Response is supported with specific citations from FLSA. |

## Short Answer 5

**Scenario 5.** You are the administrator of an early childhood care center that has not been renovated in several years. The mother of one of the children in your care is unable to pick her child up several days a week due to new work commitments and has asked the child’s uncle to retrieve her on those days. The child’s uncle uses a wheelchair for mobility, and your center is not accessible to people who use wheelchairs. Describe the steps you would take to remedy this situation, including the legal requirements you need to fulfill as an administrator. Support your response with information from ADA and the “NAEYC Code of Ethical Conduct.” (Length requirement: 2–3 paragraphs)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 1: Describe the implications of the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Opportunity Act, Fair Labor Standards Act, and Occupational Safety and Health Act on program administration. |
| **Learning Objective 1.2:** Explain legal requirements related to the Americans with Disabilities Act (ADA). | Explanation is missing. | The response provides a vague or partial explanation of how the administrator in the scenario can legal responsibilities related to the ADA. | The response provides a clear explanation of how the administrator in the scenario can meet legal responsibilities related to the ADA. | Demonstrates the same level of achievement as “2,” plus the following:Response is supported with specific citations from ADA. |
| Sub-Competency 3: Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” |
| **Learning Objective 3.1:** Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” | Explanation is missing. | Response references some principles and ideals related to families and communities from the NAEYC Code that are not relevant to the scenario. | Response references the appropriate principles and ideals related to families and communities from the NAEYC Code that are relevant to the scenario. | Demonstrates the same level of achievement as “2,” plus the following:Response addresses challenges the administrator might experience in relation to the NAEYC Code. |

## Short Answer 6

**Scenario 6.** You are the administrator of a preschool in Ohio. One of your teachers tells you that she suspects that bruises on a 5-year-old child’s arms are signs of abuse. This child’s parents recently divorced, and the child is now living primarily with the mother. The teacher is not sure who the abuser is but the child’s withdrawn behavior in class is also becoming a concern. Explain the advice you would give the teacher, including how you would approach this situation; information to include in the initial report; where to submit the report; the timeline for reporting the information; and any specifics about confidentiality. Support your response with information from mandatory reporting laws and the “NAEYC Code of Ethical Conduct”. (Length requirement: 2–3 paragraphs)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 2: Demonstrate knowledge of mandatory reporting responsibilities for administrators. |
| **Learning Objective 2.1:** Demonstrate knowledge of mandatory reporting responsibilities for administrators. | Explanation is missing. | Response provides a vague or partial description of appropriate actions and recommendations that adhere to mandatory reporting responsibilities for early childhood professionals. | Response provides a clear description of appropriate actions and recommendations that adhere to mandatory reporting responsibilities for early childhood professionals. | Demonstrates the same level of achievement as “2,” plus the following:Response specifically cites relevant law(s). |
| Sub-Competency 3: Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” |
| **Learning Objective 3.1:** Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” | Explanation is missing. | Response references some principles and ideals related to families and communities from the NAEYC Code that are not relevant to the scenario. | Response references the appropriate principles and ideals related to families and communities from the NAEYC Code that are relevant to the scenario. | Demonstrates the same level of achievement as “2,” plus the following:Response addresses challenges the administrator might experience in relation to the NAEYC Code. |

## Short Answer 7

**Scenario 7.** You are the director of an early childhood care center. One of your teachers, Alana, comes to you with concerns about the behavior of a colleague, Judy. The parents of one of the children in Judy’s 5-year-old group are going through a divorce, and Alana has heard Judy sharing that information with the parents of other children in a casual way. Alana tried to discuss the matter privately with Judy, who became defensive and argued that the discussion was to help the parents understand how to discuss divorce if the topic came up with their own children. Alana is now uncomfortable interacting with Judy while knowing that this behavior is still happening. She asks you how you might respond to the situation.

Explain how would address this situation. Use the “NAEYC Code of Ethical Conduct” to inform your response, bearing in mind your responsibilities to families and colleagues. (Length requirement: 2–3 paragraphs)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 3: Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” |
| **Learning Objective 3.1:** Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” | Explanation is missing. | Response references some principles and ideals related to families and communities from the NAEYC Code that are not relevant to the scenario. | Response references the appropriate principles and ideals related to families and communities from the NAEYC Code that are relevant to the scenario. | Demonstrates the same level of achievement as “2,” plus the following:Response addresses challenges the administrator might experience in relation to the NAEYC Code. |

## Short Answer 8

**Scenario 8.** You are the administrator of an early childhood care center. There is a family at your center who insists on dressing their child in sandals or flip flops once the weather gets warm. Your school has a policy that all children must wear closed-toe shoes on all days. One day, the child’s teacher decides to ask the child to refrain from riding a tricycle and climbing on a small play structure outside while wearing sandals. She instead guides the child to playing with building blocks on a small outdoor table. The child’s family, upon hearing about this from the child, complains to you, the director of the school, about both the teacher’s behavior and the school’s shoe policy.

Explain how you would address this situation. Use the “NAEYC Code of Ethical Conduct” to inform your response, bearing in mind your responsibilities to children and families. (Length requirement: 2–3 paragraphs)

#### Your Response

Enter your response here

#### Rubric

|  | **0****Not Present** | **1****Needs Improvement** | **2****Meets Expectations** | **3****Exceeds Expectations** |
| --- | --- | --- | --- | --- |
| Sub-Competency 3: Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” |
| **Learning Objective 3.1:** Explain the ethical responsibilities for early childhood administrators as outlined in the “NAEYC Code of Ethical Conduct.” | Explanation is missing. | Response references some principles and ideals related to families and communities from the NAEYC Code that are not relevant to the scenario. | Response references the appropriate principles and ideals related to families and communities from the NAEYC Code that are relevant to the scenario. | Demonstrates the same level of achievement as “2,” plus the following:Response addresses challenges the administrator might experience in relation to the NAEYC Code. |