General Syllabus

ECED 33003 Early Childhood Administration

Credit Hours: 3   Lecture Hours: 3   Laboratory or other types of Hours: 0

Prerequisite(s): ECTC 28003 Infant Toddler Curriculum, ECTC 27003 Preschool Curriculum (Birth-Pre-K) and ECTC 29003 Future Perspectives in Early Childhood

Effective Catalog: 2022-2023

I.   **Course Information**

   A. **Catalog Description**

   Provides in-depth study for those seeking to become or enhance their credentials as early childhood administrators in the field of early childhood education. Focuses on topics, early childhood learning standards, and strategies to create a foundation for best practices of leadership in an early childhood center while addressing requirements mandated by state and national early childhood regulations/standards.

   B. **Additional Information**

   NAEYC Program Standards – The student will be able to:
   1. Demonstrate an understanding of promoting positive relationships among all children and adults.
   2. Demonstrate an understanding of how to implement a curriculum with goals for children that promotes learning and development in all developmental areas.
   3. Demonstrate an understanding of developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the curriculum goals.
   4. Demonstrate an understanding of ongoing systematic, formal and informal assessment approaches to provide information on children's learning and development
   5. Demonstrate an understanding of early childhood programs promoting nutrition and health of children and staff from illness and injury.
   6. Demonstrate an understanding of the importance of employing and supporting a teaching staff with the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

7. Demonstrate an understanding of the importance of establishing and maintaining collaborative relationships with each child's family to foster children's development.
8. Demonstrate an understanding of the importance of establishing relationships with and uses the resources of the community to support the achievement of program goals.
9. Demonstrate an understanding of the importance of a safe and healthful environment both indoor and outdoor. (Standard: 9 Physical Environment)
10. Demonstrate an understanding of effective implementation of policies, procedures and systems that support stable staff and strong personnel, and fiscal, and program management so all children, families and staff have high quality experiences.

III. Student Learning Outcomes

A. Subject Matter
Upon successful completion of this course, students will be able to:

1. Develop a vision for a childcare center.
2. Create a plan to utilize community resources.
3. Evaluate the needs of a childcare center and create plan to build curriculum.
4. Create a viable budget for a childcare center.
5. Evaluate job performance of an early childhood educator and provide proper feedback.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Ethical Decision Making
Students will model ethical decision-making processes in interactions with teachers, colleagues, and peers. Students will discuss ethical decision making required in a director's role

Global and Cultural Perspectives
Students will explore different cultural values and examine the various cultures within the community and within the childcare center.

Communication Skills (written and oral)
Students will communicate proficiently in written and verbal communication. Students will demonstrate effective communication skills when providing evaluation feedback to a staff member.

Analytical Skills
Critical Thinking Skills
Students will analyze leadership styles. Students will analyze early childhood environments to develop an understanding of promoting a strong learning environment.

III. **Major Course Topics**

A. Guiding Your Program with a Vision
   1. Assessing Where You Are
   2. Thinking About Necessities
   3. Looking for Models
   4. Develop Your Vision
   5. Finding Resources
B. Creating a Framework
   1. Managing and Overseeing
   2. Coaching and Mentoring
   3. Building/Supporting the Community
   4. Self-Assessment
C. The Director's Role
   1. Creating a Nurturing Environment
   2. Strengthening Relationships
   3. Using Community to Build Curriculum
   4. Acknowledge and Respect Differences
   5. Mediating Conflicts
D. Mentoring and Coaching Your Staff
   1. Coaching vs. Managing
   2. Adult Learners
   3. Promoting Observation, Collaboration and Mentoring
E. Managing and Overseeing
   1. Create a Cycle of Evaluation and Planning
   2. Budgeting and Cost of Care
   3. Evaluating Job Performance
   4. Professional Development
F. Organizing Yourself and Your Program