

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

CDF 85 - Admin II: Personnel & Leadership in Early Childhood Education **3 Unit(s)**

Prerequisite(s): NONE

Recommended Prep: CDF 84 & Reading Level V; English Level IV; Math Level II

Transfer Status: CSU

51 hours Lecture

This course provides effective strategies for personnel management and leadership in early care and education settings. Topics include legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. This course partially meets the administrative units required by the State of California to meet licensing requirements and administrative units for the Child Development Permit.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Demonstrate effective practices for managing and leading staff and administering early care and education programs.
- B. Implement ongoing professional development plans based on evaluation of staff and administrator needs.
- C. Establish professional relationships and facilitate collaboration and communication between colleagues, families, and stakeholders.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Overview of Administration of Early Childhood Programs	3.00
2. Overview of Administrator Responsibilities	3.00
3. Overview of hiring, evaluation and termination	1.50
4. Overview of Leadership and Professional Development	1.50
5. Legal requirements and responsibilities	3.00
6. Ethics and professional behaviors	1.50
7. Time Management	1.50
8. Working with colleagues and families	6.00
a. Creating a diverse and inclusive environment	
b. Team building strategies	
c. Establishing professional relationships and boundaries	
d. Communication strategies	
e. Dealing with conflict	
9. Working with stakeholders	6.00
a. Boards (i.e., Parents, Governing, Advisory)	
b. Community agencies	
c. Other professionals who support the field	
d. Seeking and incorporating new ideas	
10. Job descriptions	1.50
11. Hiring and termination procedures	1.50

12. Observations and evaluations	6.00
a. Formal and informal	
b. Use of evaluation	
13. Personnel handbook	3.00
a. Compensation and benefits	
b. Payroll procedures	
14. Development of staff and administrators	1.50
15. Modeling and coaching	1.50
16. Cultivating leaders	1.50
17. Leadership styles	3.00
18. Confidentiality	1.50
19. Setting priorities between home and work	1.50
20. Professional memberships and advocacy	1.50
Total Hours	51.00

IV. **METHODS OF INSTRUCTION**

- A. Lecture
- B. Group Discussions
- C. Guest Speakers
- D. Collaborative Group Work
- E. Class Activities
- F. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- G. Reading Assignments
- H. Multimedia Presentations

V. **METHODS OF EVALUATION**

- A. Exams/Tests
- B. Research Projects
- C. Portfolios
- D. Oral Presentation
- E. Projects
- F. Class participation
- G. Short papers

VI. **EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
 - 1. Read personnel manuals from four educational agencies serving young children (i.e., private, state, non-profit).
 - 2. Read the National Association for Education of Young Children Code of Conduct for Administrators to prepare you for in-class case studies group work.
- B. Writing Assignments
 - 1. Select a scholarly article from your course text reference page and complete an analytical map.
 - 2. Gather three personnel handbooks from four educational agencies and write a two-page compare and contrast paper.
- C. Out-of-Class Assignments
 - 1. Visit and interview a program administrator at a local early childhood program using the questions created in class. Be prepared to discuss in class.

2. Arrange a day in which you can job shadow an administrator of an early children program (this day should be at least 5 hours or more). Be prepared to share your findings with the class.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Hearron, P.F., & Hildebrand, V.P. Management of Child Development Centers. 8th Edition. Pearson, 2015.
- B. Bruno, H.E. What You Need to Lead an Early Childhood Program: Emotional Intelligence in Practice. 1st Edition. National Association for the Education of Young Children Washington, DC, 2012.

Materials Other Than Textbooks:

- A. National Association for the Education of Young Children Code of Conduct
- B. Professional Growth Development Manual from California Commission for Teaching Credential

Created/Revised by: Terri Hutton

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