



Handbook for Early Childhood Administrators: Directing with a Mission

By Hilde Reno; Janet Stutzman; Judy Zimmerman

Pearson, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: All Chapters include: "Summary," "Resources," "Weblinks" Chapter 1 - Organizational Vision AND MISSION Developing an organizational vision The mission statement Using your mission statement to inform practice Chapter 2 --Organizational Structure Organizational structure and hierarchy Organization Culture Ensuring Safety Recognizing Competence Demonstrating Value Meaningful Communication/Staff Meetings Chapter 3-- Program Policies and Procedures Personnel Policies Procedures Chapter 4 -- Job Descriptions Writing a Job Description Job Description as legal document Modification of a current job description Writing/Reviewing current job descriptions Chapter 5 --Staffing Recruitment Screening Interview Practical demonstration of skills Employment requirements of the Americans with Disabilities Act (ADA) Chapter 6 -- Orientation, Evaluation, Staff Development Staff Orientation Probationary/orientation period Evaluation Professional development -- Education and training Progressive Staff Discipline Chapter 7-- Developing management systems Developing Systems Recurring activities that can be systematized Calendar Chapter 8 -- Ethical Behavior/ Code of Ethics Ethics in Early Childhood Education Ethical Dilemmas Chapter 9 -- Working with Boards Governing versus Advisory Boards Advisory Boards Board essentials Job descriptions Selection of Advisory Board Members Orientation

Reviews

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