Title: Administration II: Personnel and Leadership in Early Childhood Education
Suggested Short Title: ADMIN II Pers Lead in ECE

Course Description
Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

Student Learning Outcomes
Upon completion of this course students will be able to
1. Demonstrate effective practices for managing and leading staff and administering early care and education programs.
2. Implement ongoing professional development plans based on evaluation of staff and administrator needs.
3. Establish professional relationships and facilitate collaboration and communication between colleagues, families, and stakeholders.

Objective
In this course students will:
1. Evaluate the factors needed to create a diverse and inclusive environment.
2. Identify components of hiring practices, observation and evaluation practices of staff.
3. Describe the legal requirements and responsibilities of administering an early care and education program.
4. Formulate strategies for compensation and professional growth opportunities in programs.
5. Connect staff needs to professional development and opportunities.
6. Summarize essential practices for collaboration with staff, families and community.
7. Articulate the importance of professional integrity and confidentiality.

Content
A. **Administrator Responsibilities**
1. Legal requirements and responsibilities
2. Ethics – Professional behaviors
3. Reflective Practice
4. Time Management
5. Working with colleagues and families
   a. Creating a diverse and inclusive environment
   b. Team building strategies
   c. Establishing professional relationships and boundaries
   d. Communication strategies
   e. Dealing with conflict
6. Working with stakeholders
   a. Boards (i.e. Parents, Governing, Advisory)
   b. Community agencies
   c. Other professionals who support the field

<ol type="d" start="4">
Seeking and incorporating new ideas

B. Hiring, Evaluation and Termination

1. Job descriptions
2. Hiring and termination procedures
3. Observations and evaluations
   a. Formal and informal
   b. Use of evaluation
4. Compensation and benefits
5. Payroll procedures
6. Personnel handbook

C. Leadership and Professional Development

1. Development of staff and administrators
2. Modeling and coaching
3. Cultivating leaders
4. Leadership styles
5. Confidentiality
6. Setting priorities between home and work
7. Professional memberships and advocacy

July 25, 2013