

Springfield Technical Community College

ACADEMIC AFFAIRS

Course Number: CHLD-495 Department: Early Childhood Education
Course Title: Adm Early Childhood Programs Semester: Year: 2007

OBJECTIVES

1. To understand and effectively evaluate organizational models of early care and education.
2. To develop an understanding of the financial and legal aspects of early education and care settings for early childhood programs.

COMPETENCIES

1. Identifies and describes components of the various models of current early care and education settings relative to purpose, philosophy, curriculum, modes of interaction/instruction, enrollment, staffing, and service delivery strategies.
 2. Uses experience and research to document models and construct summaries of each component within the models.
 3. Uses NAEYC Accreditation material, DEEC regulations and licensing standards and determines additional criteria to evaluate the components of community and international organizational models.
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1. Identifies traditional and potential sources of income for non-profit and for-profit organizational models and constructs appropriate budgets for each type of organization.
 2. Uses component evaluations, observations, written documentation, and DEEC and NAEYC material to determine compliance with regulations.
 3. Creates an annual budget that reflects appropriate spending

<p>3. To acquire complete knowledge of the roles and skills required of early care and education administrators and management essential to the successful functioning of human service agencies serving young children and their families.</p> <p>4. To develop skills in all areas of communication.</p>	<p>and makes recommendations when necessary to protect site viability and maintain quality care and services.</p> <ol style="list-style-type: none"> 1. Identifies the qualities of effective administrators and creates a personal professional development plan for continuing education for all staff. 2. Promotes the development of Boards of Directors and staff and is able to identify needs and locate resources to accomplish an ongoing professional development component. 3. Demonstrates skills required for the effective design, management, and ongoing evaluation of operations using licensing requirements, regulations, local policies, and knowledge of developmentally appropriate practice (DAP). 4. Creates partnerships within the community and embraces diversity in site management and decision-making. 5. Recognizes the diversity of families, staff, and the community and creates policies, procedures, and strategies to embrace its contributions to the setting. 6. Identifies and participates in advocacy initiatives for early education and care. 7. Reviews all program components for bias and works to eliminate any sources of bias from the program. 8. Demonstrates a commitment to complete site quality and excellence in the care and education of children through the use of appropriate systems and effective management and planning. <ol style="list-style-type: none"> 1. Uses professional journals and conducts research to maintain, improve, and increase knowledge of current issues and trends in early education and care.
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| | <ol style="list-style-type: none">2. Analyzes written material and synthesizes noteworthy applications for site and service improvement and quality.3. Uses technology and research to streamline administrative tasks and improve services.4. Prepares and uses appropriate methods for communicating with children, parents, staff, and the community that reflect effective writing, speaking, and listening skills.5. Demonstrates flexibility, fairness, and problem-solving skills to solve difficult situations involving children, staff, parents, and the community. |
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