JEFFERSON COLLEGE
COURSE SYLLABUS

ECE214
EARLY CHILDHOOD EDUCATION ADMINISTRATION

3 Credit Hours

Prepared by:
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By: Sandra Basler

Dr. Sandy Frey, Chair, Social Science Division
Ms. Shirley Davenport, Dean, Arts & Science Education
ECE214 Early Childhood Education Administration

I. CATALOGUE DESCRIPTION

A. Prerequisite: ECE102 Introduction to Early Childhood Education; reading requirement

B. 3 semester credit hours

C. Early Childhood Education Administration is an examination of techniques that will assist the student in starting, organizing, and managing a developmentally appropriate child care center. The course includes discussions of licensing, legal and ethical responsibilities, how to effectively manage a successful center and working with staff. Strategies for budgeting and equipment and facilities management will be included in this course. (S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Assessment Measure</th>
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<tbody>
<tr>
<td>Analyze the process of starting and managing a developmentally appropriate child care center (MoSTEP 1.2.1, MoSTEP 1.2.6)</td>
<td>Business plan assignment</td>
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<tr>
<td>Identify the skills, abilities, and responsibilities needed by the administrator of a child care center (MoSTEP 1.2.1)</td>
<td>Administrator interview report Administrator interview report Discussion board</td>
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<tr>
<td>Analyze center policies for a simulated early childhood setting (MoSTEP 1.2.7)</td>
<td>Policy handbook assignment Policy handbook assignment Quiz</td>
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<tr>
<td>Create a budget for a simulated early childhood setting (MoSTEP 1.2.1)</td>
<td>Budget assignment</td>
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<tr>
<td>Create a personal professional development plan (MoSTEP 1.2.9)</td>
<td>Personal professional development plan assignment</td>
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<tr>
<td>Identify theories of management</td>
<td>Reflection Quiz</td>
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<tr>
<td>Create a staffing plan for a child care center</td>
<td>Staff assignment</td>
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<tr>
<td>Analyze health and safety criteria as part of facilities management</td>
<td>Health and safety checklist assignment</td>
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<tr>
<td>Compare and contrast licensing and accreditation standards</td>
<td>Reflection Quiz</td>
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I. OUTLINE OF TOPICS

A. Applying theories to management of a child development center
   1. Types of theories of human development
   2. Developmental theory
   3. Management theory
   4. Management processes
      a. Planning
      b. Organizing
      c. Staffing
      d. Leading
      e. Monitoring
      f. Controlling for quality

B. Reflective management
   1. Knowing yourself
   2. Management and leadership style
   3. Psychological type
   4. Stages of personal and professional development
   5. Decision making
   6. Time management
   7. Ethics

C. Organizational management
   1. Licensing and other government regulations
   2. Rights of children and families
   3. Business concerns
   4. Goals and objectives
   5. Steps in the planning process
   6. Policies, procedures and rules

D. Fiscal management
   1. Funding sources
   2. Setting fees
   3. Budget planning
   4. How funds are spent
   5. Constructing a budget
   6. Starting a new business
   7. Record keeping
   8. Internal controls

E. Personnel management
   1. Organizing
   2. Job design
   3. Staffing
   4. Recruiting and hiring
5. Educational preparation of teachers
6. Staffing procedures

F. Human relations
1. The manager’s role
2. Employee motivation
3. Staff meetings
4. Stages of professional development
5. Performance appraisal
6. Dismissing staff members

G. Facilities management
1. Regulations and professional standards
2. Managing indoor and outdoor learning spaces
3. Children’s basic environmental needs
4. Safety
5. Room arrangement
6. Maintaining the facility

H. Managing health and safety issue
1. Licensing regulations and professional standards
2. Planning for a healthy environment
3. Risk management
4. Employees’ health
5. Child abuse
6. Emergency procedures
7. Meeting children’s physiological needs
8. Children’s health
9. Disabilities and chronic medical conditions
10. Health education for children and families

I. Managing food service
1. Meeting regulations and professional standards
2. Planning meal service
3. Federal subsidies for food programs
4. Organizing food service facility
5. Menu planning
6. Food and curriculum
7. Monitoring and controlling food programs

J. Educational programming
1. Regulations and professional standards
2. Licensing
3. Accreditation
4. State early learning standards
5. Early intervention
6. Selecting a curriculum model or approach  
7. Scheduling  
8. Families role in the educational program  
9. Planning experiences for children  

K. Family support  
1. Regulations and professional standards  
2. NAEYC guidelines  
3. Understanding family systems  
4. Cultural responsiveness  
5. Strengthening families-protective factors  
6. Building partnerships with families  
7. When conflicts arise  
8. Community resources to support families  

L. Marketing and public relations  
1. Attracting and retaining customers  
2. Increasing customer satisfaction  
3. Impacting perceptions and opinions  
4. Networking  
5. Countering negative publicity  

M. Assessment and evaluation  
1. Types of assessment  
2. Quality and accountability  
3. Standards  
4. Accreditation  
5. Who evaluates?  
6. Evaluating administrative practice  
7. When evaluations yield negative results  

N. Leadership and advocacy  
1. Managing and leading-the difference  
2. Leadership styles  
3. Leadership and accreditation  

III. METHODS OF INSTRUCTION  
A. Assigned readings  
1. Textbook  
2. Assigned web links  

B. Lecture notes to accompany textbook readings  

C. Interview  

D. Case studies
E. Discussion boards

IV. REQUIRED TEXTBOOK


V. REQUIRED MATERIALS

A. Computer access

B. Internet access (high speed internet recommended)

C. Printer

VI. SUPPLEMENTAL REFERENCES

A. Library holdings
   1. *Young Children*, National Association for the Education of Young Children
   2. *Child Care Information Exchange*

B. Licensing Rules for Group Child Care Homes and Child Care Centers

C. Current newspaper

D. Internet sites

VII. METHODS OF EVALUATION

A. Assignments

B. Administrator interview report

C. Reflections

D. Quizzes

E. Discussion boards

VIII. ADA-AA STATEMENT

Any student requiring special accommodations should contact the Americans with Disabilities Act Amendments Act (ADAAA) office at (636) 481-3169 or (636) 797-3000, x3169, and discuss accommodations with the instructor.
VIII. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84).