Administration of Programs for Young Children II

Class
CDEC 2328

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

Co-Requisites and Pre-Requisites: Passage of background check is required for this course.

Course Learning Objectives

Discuss codes of conduct.
a. Analyze the components of a code of conduct.
b. Identify the administrator's role in implementing a code of conduct.
c. Discuss professionalism.

2. Describe communication skills needed in effective administration of early care and education program.
a. Identify components of effective communication.
b. Discuss conflict resolution.
c. Explain the process of team-building.
d. Implement a type of staff communication.
e. Demonstrate teamwork skills.

3. Discuss the importance of parent education/partnerships in early care and education programs.
a. Analyze techniques for building partnerships with parents.
b. Describe methods of parent education.
c. Implement a/some technique(s) for providing parent education or building parent partnerships.

4. Explain the administrator's role in advocacy.

a. Define advocacy.
b. Analyze advocacy strategies.
c. Describe the accreditation process.
d. Explain accreditation criteria.
e. Complete self-study tools of an accreditation process.

5. Describe personnel management skills necessary to administer programs.
a. Discuss leadership styles and identify a style that fits the students as a director.
b. Explain change and the change process.
c. Discuss stress management.
d. Identify symptoms of burnout and how to avoid them.
e. Identify stages of development for teachers and directors.
f. Identify staff training needs.
g. Discuss how to conduct effective staff evaluation.
h. Plan and conduct a staff meeting.
i. Write personnel policies for an early care and education program.

6. Explain legal issues which impact programs.
a. Discuss labor laws.
b. Discuss issues of negligence and liability.
c. Evaluate insurance needs of a program.

7. Evaluate fiscal responsibilities of an administrator.
a. Develop tools for marketing a program.
b. Discuss fundraising efforts to increase revenues for a program.

c. Analyze and develop budgets.
d. Develop a career ladder and salary schedule.

8. Examine current technology and issues in early care and education administration.
a. Analyze technology needs of an early care and education program.
b. Evaluate available administrative software.
c. Identify current issues affecting administration of programs.

9. Evaluate parental involvement strategies.

Required Textbooks

Hearron, P. F., & Hildebrand, V. (2014). *Management of child development centers* (8th ed.). Pearson College Division.

NAEYC (National Association for the Education of Young Children). 2022. *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth Through Age 8.* 4th ed. Washington, DC: NAEYC.

Minimum Standards and Guidelines for Day Care Center. Texas Department of Protective and Regulatory Services. Print from TDPRS website.

Minimum Standards and Guidelines for Day Care Center. Texas Department of Protective and Regulatory Services. Print from TDPRS website. http://www.dfps.state.tx.us/documents/Child_Care/ Child_Care_Standards_and_Regulations/746_Centers.pdf

NAEYC Early Childhood Program Standards: URL
https://families.naeyc.org/accredited-article/10-naeyc-program-standards
Each standard must be printed completely.

Evaluation Standards

Grades will be taken at the discretion of the instructor. Semester grades are based on the following:

Attendance/Participation/Discussions   25%

Assignments   35%

Projects & Assessments   40%

 At the end of the semester, you will receive a letter grade based on the following averages:

    A = 90 – 100%

    B = 80 – 89%

    C = 70 – 79%

    D = 60 – 69%

    F = 0 – 59%

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350 *Office Location:* Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity
Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.
Lab Fee
None