

## California Community Colleges ECE/CD 2013 Curriculum Alignment Project Expansion

### **Title: Administration I: Programs in Early Childhood Education**

Suggested Short Title: Admin I Prog ECE

### **Course Description**

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

### **Student Learning Outcomes**

*Upon completion of this course students will be able to:*

1. Apply administration skills in various types of early care and education programs.
2. Demonstrate knowledge of strategic and fiscal planning.
3. Evaluate components of quality programs, facilities and operations.

### **Objectives**

*In this course students will:*

1. Compare and contrast various program structures, philosophies and curriculum models.
2. Identify strategies to ensure equity and respect for children, families, staff and colleagues.
3. Summarize systems and methods to support sound fiscal operations in a variety of ECE settings.
4. Demonstrate knowledge of compliance with regulatory systems.
5. Assess various methods and tools of evaluation.
6. Examine effective policies and procedures for staffing and scheduling.

### **Content**

#### **A. Responsibilities of Administrator**

1. Policies, procedures and handbooks
2. Staffing and scheduling
3. Hiring, review and evaluation
4. Use of technology
5. Working with boards, families and community
6. Advocacy and public policy
7. Strategic Planning
  - a. Start-up
  - b. Needs assessment
  - c. Marketing
8. Finances
  - a. Budget
  - b. Record keeping
  - c. Fundraising and grant writing

#### **B. Regulations**

1. Title 22, Title 5, Education Code
2. Health and safety codes
3. Mandating reporting
4. ADA

5. Emergency preparedness
6. Accreditation
7. Food services

**C. Program Development**

1. Mission, philosophy, values
2. Culture and climate of program
3. Program models
4. Diversity and inclusion
5. Managing the environment
6. Facilities
7. Curriculum
8. Routines and schedules
9. Program evaluation tools