Department:

Early Childhood

Course Description:

This course is for the committed Early Childhood professional and is designed to provide the foundation needed for developing mentoring relationships, especially with apprentices. The course will focus on personal and professional growth, professional ethics and standards, leadership skills, the leader’s role, effective supervision, and the leader as an agent for change. The course will also introduce the strengths based management model.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define the terms “mentor” and “supervisor” and explain their similarities and differences.
2. Comply with regulations and licensing standards.
3. Access professional resources.
4. Articulate the importance of teaching, credentialing, and continuing education through staff interaction, formal training, and the use of professional journals.
5. Explain the professional code of ethics for early childhood care and education.
6. Define “leadership.”
7. Identify the qualities of an Early Childhood leader.
8. Clarify the characteristics of leaders and followers.
9. Describe how leaders are role models.
10. Describe how leaders demonstrate respect.
11. Describe the leader’s role in communication.
12. Describe how an organizational culture is set by the leader.
13. Provide documents for staff members that explain and clarify programs.
14. Discuss what teachers expect from a leader.
15. Explain the functions of a supervisor.
16. Describe the characteristics of adult learners.
17. Describe his or her personal strengths and explain how those strengths can be applied.
18. Develop an outline for a comprehensive orientation program.
19. Develop a quality evaluation process for staff.
20. List the skills needed to implement change.
21. Explain strength based leadership.
22. Use resources to stay current in the Early Childhood field.
23. Develop mentoring relationships with Early Childhood providers.

Course Content:
ECH 232 Leadership and Mentoring in Early Childhood  
Prerequisites: ECH 100, ECH110, ECH 150 or instructor permission  
3 Credit Hours (Vocational)

A. Early Childhood Professional Guidelines  
B. Leadership in the Early Childhood Field  
C. Understanding the Leadership Role  
D. Mentoring Relationships  
E. Developing the Organizational Culture  
F. Development of Teachers and Supervisors  
G. Strengths Based Leadership  
H. The Process of Supervising  
I. The Leader as an Agent for Change  
J. The Leader as a Professional

Learning Assessments:  
Course competencies will be assessed through participation in weekly assignments, exploration and collection of outside resources, online assignments, written papers, and a final project on advocacy.

Instructional Materials:  
Leaders and Supervisors in Child Care Programs, Sciarra, Dorsey. ISBN: 978-0-7668-2577-2  
Strengths Finder 2.0, Rath, Gallup Press. ISBN: 978-1-59562-015-6

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition  
It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.  
Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.  
In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.  
This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.