

**Department:**

Early Childhood

**Course Description:**

Students in this course will be introduced to the total range of administrative and curriculum demands in different types of early childhood education centers. The course will expose students to National, State and local Early Childhood Standards. Additional topics will include evaluating and hiring staff, program planning, and writing reports. The course will emphasize developing sound fiscal and program management skills with a focus in interpersonal relationships.

**Course Competencies:**

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

1. Analyze various types of early childhood programs and ascertain the goals and objectives of each.
2. Assess the various budgetary needs of an early childhood program and potential funding sources including grants.
3. Describing licensing requirements specific to the State of Kansas, the preparations and process associated with program rating assessment and program accreditation options.
4. Explain staff selection, supervision, and performance assessment processes (includes professional needs and motivational assessments).
5. Analyze various leadership styles and strategies, problem solving techniques, and positive communication techniques.
6. Recognize the importance of parent education and family involvement and how to use various methods of communication.
7. Assess the need for and the methods of constructing crisis action procedures for early childhood programs.
8. Assess community needs regarding early childhood facilities, methods of program outcomes evaluation, and public relations procedures, and the creation and utilization of advisory board committees.

**Course Content:**

- A. The Effective Director
  1. Administrative Styles
  2. Management Tools
  3. Staff Development, Personal and Professional
  4. Managing Food, Health and Safety
- B. Developing a Center
  1. Licensing and Certification
  2. Equipment

3. Staff Qualifications
  4. Enrollment
  5. Quality Curriculum in Kansas
  6. Evaluation of Staff and Center Components
  7. Working with Families, Volunteers, and the Community
- C. Handling Financial Matters
1. Funding the Program
  2. Center Structure and Working with a Board
  3. Marketing the Program

## Learning Assessments:

Competencies may be evaluated by multiple measures, including participation, written assignments, web activities, midterm and final project.

## Instructional Methods:

Instructional methods used in this course include, but not limited to, lectures, textbook, videos, observations, discussions, group work, demonstrations, handouts, notes, and related articles.

## Instructional Materials:

Adams, S. M., Kronberg, A. S., & Lynch, E. M. (2022). *Developing and Administering Early Childhood Education Programs* (10 ed.). Boston: Cengage Learning. ISBN-13: 978-0-357-51320-0

### **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” on our [Disability Services website](#).

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.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty

member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).