CHLD 79.2 Course Outline as of Fall 2023

CATALOG INFORMATION

Dept and Nbr: CHLD 79.2   Title: LEADERSHP-PERSONNEL- ECE
Full Title: Leadership & Personnel Skills for Early Child. Administrator
Last Reviewed: 2/13/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00   Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: CHILD 79.2

Catalog Description:
This course will introduce students to effective strategies for personnel management, leadership, and parent engagement in early care and education settings. Students will become familiar with legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. This course meets requirements for California Child Care Licensing administrator qualifications and the California Preschool Permit Matrix.

Prerequisites/Corequisites:
Course Completion of CHLD 10 and Course Completion of CHLD 90.1

Recommended Preparation:
Eligibility for ENGL 1A or equivalent AND Course Completion of CHLD 51 AND CHLD 90.4

Limits on Enrollment:

Schedule of Classes Information:
Description: This course will introduce students to effective strategies for personnel management, leadership, and parent engagement in early care and education settings. Students will become familiar with legal and ethical responsibilities, supervision techniques, professional

development, and reflective practices for a diverse and inclusive early care and education program. This course meets requirements for California Child Care Licensing administrator qualifications and the California Preschool Permit Matrix. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion of CHLD 10 and Course Completion of CHLD 90.1
Recommended: Eligibility for ENGL 1A or equivalent AND Course Completion of CHLD 51 AND CHLD 90.4
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1999	Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Demonstrate effective and ethical practices for managing and leading staff, administering inclusive early care and education programs, and partnering with families.
2. Demonstrate ability to facilitate collaboration and establish professional relationships among a diverse population of colleagues, families, and community stakeholders.

Objectives:
At the conclusion of this course, the student should be able to:
1. Evaluate the factors needed to create a diverse and inclusive early childhood program environment.
2. Identify components of effective hiring practices, staff supervision, and staff evaluation.
3. Describe the responsibilities and legal requirements of administering an early care and education program.
4. Formulate strategies for professional growth and connecting staff needs to professional development opportunities.
5. Summarize essential practices for collaboration with staff, families, and community.
6. Articulate the importance of professional integrity and confidentiality.

Topics and Scope:

I. Program Management Overview

    A. Role of administrator
    B. Types of programs
    C. Legal requirements and responsibilities
    D. Ethical practices
II. Personnel Management
    A. Recruitment, hiring, and termination
    B. Salary schedules, benefits, and budget implications
    C. Working conditions and compensation
    D. Personnel policies and job descriptions
    E. Supervision and evaluations (types and uses)
    F. Payroll procedures
    G. Personnel regulations and staffing plans
    H. Professional development for staff and administrators
        1. Modeling and coaching
        2. Cultivating leaders
        3. Professional memberships and advocacy
III. Leadership Strategies
    A. Professional relationships and boundaries
    B. Creating a diverse and inclusive environment
    C. Reflective practice
    D. Team building and motivation
    E. Leadership styles
    F. Communication strategies
    G. Conflict resolution
    H. Confidentiality
    I. Time management
    J. Burnout and home/work balance
IV. Working with Families
    A. Parent engagement techniques
    B. Communication systems
    C. Orientation and parent handbooks
    E. Families with special needs
    F. Handling parent complaints
    G. Supporting diverse families
    H. Confidentiality
V. Working with Community Stakeholders
    A. Community resources
    B. Working with governing boards

Assignment:

The course will include some or all of the following assignments:

Reading Assignments:
1. Reading of text and handouts (approximately 20 pages per week)

Writing Assignments:
1. Report on a personnel or program management topic (approximately 1500- 2000 words)
2. Written homework assignments and projects in course content area (3-5 assignments of approximately 1500 words each)

Problem Solving Assignments:

1. Small group and individual analysis of a variety of program tools, including employee handbooks, evaluation forms, and personnel policies.
2. Problem-solving exercises on leading, managing, and administering an early childhood program

Examination Assignments:
1. Midterm and/or final exam

Other Assignments:
1. Presentation on personnel or program management topic
2. Participation in discussions and activities in class or online

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Report on personnel or program management topic; written homework	Writing 30 - 50%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Analysis of various program management tools; problem solving exercises on leading, managing, and administering an early childhood program	Problem solving 30 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Midterm and/or final exam	Exams 0 - 15%

Other: Includes any assessment tools that do not logically fit into the above categories.

Presentation on management topic; participation in class activities, and discussions	Other Category 10 - 20%

Representative Textbooks and Materials:
The Art of Leadership. Neugebauer, Bonnie and Neugebauer, Roger. Exchange Press. 1998 (classic)
Circle of Influence: Implementing Shared Decision Making and Participative Management (Director's toolbox). 2nd ed. Bloom, Paula. New Horizons Publishers. 2011 (classic)

The Right Fit: Recruiting, Selecting, and Orienting Staff (Director's toolbox). 2nd ed. Albrecht, Kay. New Horizons. 2015