

**CHLD 79.2 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: CHLD 79.2 Title: LEADERSHP-PERSONNEL- ECE

Full Title: Leadership &amp; 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 present effective strategies for personnel management, leadership and parent engagement in early care and education settings. Topics include legal and ethical responsibilities, supervision techniques, professional development and reflective practices for a diverse and inclusive early care and education program.

**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 present effective strategies for personnel management, leadership and parent engagement in early care and education settings. Topics include legal and ethical responsibilities, supervision techniques, professional development and reflective practices for a diverse and inclusive early care and education program. (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:**

**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. Develop personnel practices and professional development plans based on staff and administrator needs.
3. Establish professional relationships and facilitate collaboration and communication among a diverse population of colleagues, families and community stakeholders.

**Objectives:**

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

1. Evaluate the factors needed to create a diverse and inclusive 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, 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:**

Assignments may include the following:

1. Readings of text and handouts (approximately 35 pages per week)
2. Oral or written presentation on personnel or program management topic (approximately 20-30 minutes or 3-5 pages)
3. Written homework assignments and projects on course content (approximately 2-4 papers of 5 pages each)
4. Small group work and in-class analysis of various program management tools, including employee handbooks, evaluation forms and personnel policies
5. Problem solving exercises on leading, managing and administering an early childhood program
6. Midterm and Final exam

### **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.

Written homework, written presentation, written projects

Writing  
30 - 60%

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

Problem solving exercises on leading, managing and administering an early childhood program; analysis of various program management tools

Problem solving  
30 - 60%

**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 final exam

Exams  
5 - 15%

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

Oral presentation

Other Category  
0 - 15%

### **Representative Textbooks and Materials:**

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

Circle of Influence: Implementing Shared Decision Making and Participative Management (Director's toolbox). 2nd ed. Bloom, Paula. New Horizons Publishers. 2011 (classic)

The Art of Leadership. Neugebauer, Bonnie and Neugebauer, Roger. Exchange Press. 1998 (classic)