



El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	CDEV
Course Number:	130
Descriptive Title:	Principles of Program Administration
Division:	Behavioral and Social Sciences
Department:	Child Development
Course Disciplines:	Child Development, Early Childhood Education
Catalog Description:	This course emphasizes the role of the director in child care programs. Topics include legislative policies, legal and ethical responsibilities, supervision techniques, fiscal management, leadership styles, professional development and reflective practices. Effective communication strategies for working with staff and parents, as well as personnel management and leadership, in diverse and inclusive early care and education programs, will also be discussed.
Prerequisite:	Child Development 125 or Child Development 126 with a minimum grade of C in prerequisite or concurrent enrollment or 50 days of preschool teaching experience within the past two years
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Course Length:	Full Term
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	05/15/1999
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	

Term:	
Other:	
Student Learning Outcomes:	<p>SLO #1 Leadership Roles Analyze leadership roles as they relate to interactions with parents, staff and the community.</p> <p>SLO #2 Professional Development Implement ongoing professional development plans based on evaluation of staff and administrator needs.</p> <p>SLO #3 Collaboration Establish professional relationships and facilitate collaboration and communication between colleagues, families, and stakeholders.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Analyze leadership roles as they relate to interactions with parents, staff, and the community. 2. Formulate procedures and policies for hiring, termination, evaluation and motivation of staff. 3. Define components of fiscal management to include budgeting for equipment, salaries, insurance, licensing, liability and worker's compensation. 4. Identify and interpret requirements for Title 22 Community Care Licensing. 5. Define and present methods for marketing early childhood programs. 6. Define leadership styles as they relate to the role of program director and staffing. 7. Analyze and describe the legal requirements and responsibilities associated with early childcare programs. 8. Explain how legislative policies and procedures influence child care and the child care profession for staff and administrators. 9. Formulate components, procedures and policies for hiring, termination, observation, evaluation and motivation of staff. 10. Develop age appropriate, diverse, and inclusive environments for children in homogenous and mixed age groups. 11. Identify various strategies and programs for compensation and professional growth opportunities for staff and administrators based on program needs. 12. Investigate various community agencies, their funding sources, and the services they offer. 13. Summarize essential practices for collaboration with staff, families, and community. 14. Articulate the importance of professional integrity and confidentiality.
Major Topics	<p>I. Administrative Responsibilities (9 hours, lecture)</p> <p>A. Licensing Requirements B. Professionalism and Ethical Behavior C. Administration Styles and Roles D. Managing the Program E. Legal Requirements and Responsibilities of the Program Director F. Reflective Practices G. Time Management</p> <p>II. Legislation (3 hours, lecture)</p> <p>A. Policy</p>

B. Advocacy

III. Staff (6 hours, lecture)

A. Evaluations and Observations

1. Formal
2. Informal

B. Designing Personnel Policies

C. Hiring and Termination Procedures

D. Orientation of New Staff

E. Job Descriptions

F. Compensation and Benefits

G. Payroll Procedures

H. Preparing a Staff Handbook

IV. Marketing the Program (6 hours, lecture)

A. Philosophy

B. Brochure and Newsletter

C. Community Resources

V. Grouping and Enrolling Children (6 hours, lecture)

A. Mixed Age Grouping

B. Age Appropriate Environments

C. Age Appropriate Materials

D. Creating a Diverse and Inclusive Environment

VI. Managing the Food, Health and Safety of Program (3 hours, lecture)

A. Licensing Requirements

B. Occupational Safety and Health Administration (OSHA)

C. Food Preparation

D. Handwashing Procedures

E. Emergency Preparedness

F. Child Abuse Reporting Laws

G. Safety Checklists

VII. Evaluating Center Components 3 hours, lecture)

A. Evaluation Plans

B. Staff Evaluations and Follow-Up

C. Child Assessments

D. Annual Program Reviews

E. National Association for the Education of Young Children (NAEYC) Accreditation

VIII. Leadership with Colleagues and Families (3 hours, lecture)

A. Leadership Styles

B. Networking

C. Membership and Advocacy in Professional Organizations

D. Staff Recognition and Appreciation

E. Team Building Strategies

F. Communication Strategies

G. Dealing with Conflict

H. Cultivating Leaders and Administrators

I. Confidentiality

IX. Personal and Professional Development (3 hours, lecture)

	<p>A. Creating a Diverse and Inclusive Environment</p> <p>B. Professional Growth for Staff Members</p> <p>C. Staff Meetings</p> <p>D. Staff Supervision, Modeling, and Coaching</p> <p>E. Establishing Professional Relationships and Boundaries</p> <p>F. Child Development Permit Requirements</p> <p>G. Professional Growth Advisors</p> <p>H. Setting Priorities Between Home and School</p> <p>X. Fiscal Management (6 hours, lecture)</p> <p>A. Start-Up Budgets</p> <p>B. Operating Budgets</p> <p>C. Financial Resources</p> <ol style="list-style-type: none"> 1. Grants 2. Donations 3. Fund Raising <p>D. Ordering and Managing Equipment</p> <p>XI. Equipping the Center (3 hours, lecture)</p> <p>A. Consumables</p> <p>B. Materials</p> <p>C. Equipment</p> <p>D. Resources</p> <p>XII. Working with Families, Volunteers, and the Community (3 hours, lecture)</p> <p>A. Parent Program</p> <p>B. Preparing a Parent Handbook</p> <p>C. Volunteer Program</p> <p>D. Organizations and Agencies</p> <p>E. Governing Boards and Other Professionals</p> <p>F. Seeking and Incorporating New Ideas</p>
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Develop and present a 30-minute parent education workshop. Include an agenda with main topics, objectives, and an informational handout. Develop a framework by which the effectiveness of the workshop can be evaluated and distribute it to classmates so they can provide feedback.
Critical Thinking Assignment 1:	Research current legislation as it relates to the field of early childhood education. In a two- to three-page essay, assess how this legislation has influenced child care practices. Provide supportive evidence from books, journals or newspaper articles.
Critical Thinking Assignment 2:	Read the description of a preschool program distributed in class. Formulate a two- to three-page plan for evaluating the program. Include criteria for the evaluation, strategies for improvement, and suggestions for parent involvement.
Other Evaluation Methods:	Completion, Essay Exams, Matching Items, Multiple Choice, Reading Reports, Term or Other Papers, True/False, Written Homework
Instructional Methods:	Discussion, Field trips, Group Activities, Guest Speakers, Lecture, Multimedia presentations, Other (specify), Role play/simulation

If other:	
Work Outside of Class:	Answer questions, Journal (done on a continuing basis throughout the semester), Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Textbooks:	Dorothy June Sciarra, Anne G. Dorsey, Ellen Lynch, Shauna Adams, <u>Developing and Administering a Child Care and Education Program</u> , 9th ed., Wadsworth Publishing, 2016. Discipline Standard
Alternative Textbooks:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	Prerequisite
Category:	sequential
Requisite course:	Child Development 125 or Child Development 126 with a minimum grade of C in prerequisite or concurrent enrollment or
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	Experience working with young children in an educational setting. CDEV 125 - Assume teaching and non-teaching responsibilities and demonstrate developmentally appropriate play-based learning experiences in early childhood classrooms in various areas such as space and routines, health and safety, classroom environments, positive guidance, and culturally and linguistically sensitive curriculum. CDEV 126 - Demonstrate and evaluate teaching and classroom management strategies such as guiding behavior, developing routines and arranging schedules.
Requisite:	50 days of preschool teaching experience within the past two years
Requisite and Matching Skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Janet Lambert
Date:	11/20/1998
Board Approval Date:	05/15/1999
Last Reviewed and/or Revised by:	Jennifer Montgomery and Monica Simon
Date:	10/02/2020
Last Board Approval Date:	12/21/2020