

## **Child Development 130**

### ***Principles of Program Administration***

*3 units; 3 hours lecture*

*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*

*Degree applicable Transfer CSU*

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.

### **Course Objectives:**

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.

### **Student Learning Outcomes (SLO):**

1. Leadership Roles  
Analyze leadership roles as they relate to interactions with parents, staff and the community.
2. Professional Development  
Implement ongoing professional development plans based on evaluation of staff and administrator needs.
  
3. Collaboration

Establish professional relationships and facilitate collaboration and communication between colleagues, families, and stakeholders.

**ADA Statement:**

El Camino College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Special Resource Center. To make arrangements for academic accommodations, contact the Special Resource Center.

**Student Code of Conduct**

<https://www.elcamino.edu/administration/board/2019-policies/AP%205500%20Student%20Conduct%20.pdf>

**Student Rights and Grievances Procedure 5530**

<https://www.elcamino.edu/administration/board/boarddocs/AP%205530%20STUDENT%20%20RIGHTS%20AND%20GRIEVANCES.pdf>