

Building Your Skills for Implementing Best Practices in Administering Quality Early Care and Education Programs

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Session Title: Building Your Skills for Implementing Best Practices in Administering Quality Early Care and Education Programs

Delivery Mode (online, in-person, hybrid): In-person but could be adapted to hybrid or online

Descriptor: This session will challenge the experienced administrator to assess current practices and connect with resources to develop best practices in administering a quality early education program. The participant will learn through group discussion, role play, researching resources, and individual reflection.

Overall learning outcome(s) for CEU Session: Participants will increase their awareness of the value of evaluating their leadership and management techniques. They will enhance their knowledge of administration through review of program mission statements and supporting philosophy of their program, as well as the NAEYC Code of Ethics and Code of Ethical Conduct Supplement for Early Childhood Program Administrators and how to use it as a support in program decision making. Participants will increase their working knowledge of new changes in the Division of Child Dev. operating laws and Wage and Hour Laws. They will identify components of quality staff orientation and hiring practices, enhance their working knowledge of salary scales, and increase their knowledge of quality employee evaluations and the importance of staff development.

Pre-assessment strategy(ies) : Pre-assessment survey

DCD Topic Area(s) to be covered: (5) Program management

Supplemental Materials/References (what you anticipate will be used):

- NAEYC Code of Ethics <http://departments.weber.edu/chfam/2610/code.pdf> <http://www.naeyc.org/files/naeyc/file/ecprofessional/EthicsCodeGeneralSession.ppt>
- Code of Ethical Conduct Supplement for Early Childhood Program Administrators http://www.naeyc.org/files/naeyc/file/positions/PSETH05_supp.pdf
- Program Administration Scale (Talan, Terri & Bloom Paula Jorde, (2004) *Program Administration Scale* Teachers College Press ISBN 0-8077-4528-6
- Copy of Federal and NC Wage and Hour Laws <http://www.nclabor.com/posters/posters.htm>
- NC Division of Child Development Child Care Center Handbook Staff Orientation Checklist http://ncchildcare.dhhs.state.nc.us/pdf_forms/staff_orientation_form.pdf
- Sample of Salary Scales <http://www.ncicdp.org/documents/PrefaceSalSch.pdf> <http://www.ncicdp.org/documents/2008SamplePayScales%20.pdf>
- <http://www.ncicdp.org/documents/2008SamplePayScales2.pdf>
- Sample of Employee evaluation Tool <http://www.childcarelounge.com/director-articles/staff-evaluation.php>
- *The Art of Leadership Managing Early Childhood Organizations* Volume 2 edited by Bonnie and Roger Neugebauer p.273-274
- Sample of Self evaluation Tool <http://www.ncicdp.org/documents/assess.pdf>

- Early Educator Certification Levels scale Sheet
- Career and Professional Development Samples http://northernlights.vsc.edu/ProfGrowth_March.pdf
<http://www.ncicdp.org/documents/Professional%20development%20plan%20sample%203.pdf>
- Question Guide sheet for reviewing NAEYC Code of Ethics

CEU Session Outline

Module #	Learning Outcomes	Instructional Methods	Engagement Strategies	Assessment Strategies
Model #1 Taking a Closer Look at Quality Administration Practices	<p>Participants will</p> <ul style="list-style-type: none"> -increase their awareness of the value of program mission statements and a supporting philosophy of their program -increase their knowledge of NAEYC Code of Ethics and Code of Ethical Conduct Supplement for Early Childhood Program Administrators and how to use it as a support in program decision making 	<ul style="list-style-type: none"> -Lecture (listen) - Printed materials (read) -Group discussions (comprehension) -Individual reflection (assess) 	<ul style="list-style-type: none"> -Reading printed materials -Discussing program mission statements and philosophies -Small group work around ideals and principles of NAEYC Code of Ethics with question guide sheet Small group work around principles of Code of Ethical Conduct Supplement for Early Childhood Program Administrators 	<ul style="list-style-type: none"> - Pre-assessment survey of learner needs - Oral discussions - Reflection and Q&A at end of session

<p>Model #2 Human resources and Development Part One</p>	<ul style="list-style-type: none"> - identify components of quality staff orientation increase their knowledge of quality employee evaluations 	<ul style="list-style-type: none"> -Lecture (listen) - Printed materials (read) -Group discussions (comprehension) -Individual reflection (assess) -Role play (use) 	<ul style="list-style-type: none"> -Reading printed materials -Participation in role play -Self assess and evaluate themselves through a self review tool 	<ul style="list-style-type: none"> - Pre-assessment survey of learner needs - Oral discussions - Reflection and Q&A at end of session
<p>Model #3 Human Resources and Development Part Two</p>	<ul style="list-style-type: none"> - review the importance of staff development and developing professional development plans -enhance their working knowledge of NC Division of Child Dev. operating laws and Wage and Hour Laws - enrich their working knowledge of salary scales and correlation of early educator certification scales 	<ul style="list-style-type: none"> -Lecture (listen) - Printed materials (read) -Group discussions (comprehension) -Online research (read, comprehend, synthesize) -Individual reflection (assess) 	<ul style="list-style-type: none"> -Reading printed materials - Evaluate a salary scale -Develop personal professional development plan -Brainstorm together a list of low cost perks for employees 	<ul style="list-style-type: none"> - Pre-assessment survey of learner needs Oral discussions - Reflection and Q&A at end of session

Total Time (min 5 hours): 5.25 hours