COURSE OUTLINE

DIVISION: Humanities, Fine Arts, and Social Sciences

COURSE: ECE 2203 Supervision and Administration

Date: Fall 2022

Credit Hours: 4

Complete all that apply or mark “None” where appropriate:

Prerequisite(s): None

Enrollment by assessment or other measure? ☐ Yes ☑ No
If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: ☐ Yes ☑ No

Delivery Method: ☑ Lecture 3 Contact Hours (1 contact = 1 credit hour)
☐ Seminar 0 Contact Hours (1 contact = 1 credit hour)
☑ Lab 2 Contact Hours (2-3 contact = 1 credit hour)
☐ Clinical 0 Contact Hours (3 contact = 1 credit hour)
☐ Online
☐ Blended
☑ Virtual Class Meeting (VCM)

Offered: ☑ Fall  ☑ Spring  ☑ Summer

CATALOG DESCRIPTION and IAI NUMBER (if applicable):
Students will integrate knowledge, theory and practical experience to develop skills in administration and supervision of early childhood education centers. The following topics will be included: interpersonal relationships, program planning, staff hiring, staff training and development, motivation, licensing standards, working with a board, establishing policies and procedures, community resources, facility planning, budgeting, purchasing equipment/materials, grouping and enrolling children, managing the food services,
health/safety, center evaluations, working with families, volunteers, and the role of the community. Students will gain hands-on experience through field placement with a local early childhood center director.

**ACCREDITATION STATEMENTS AND COURSE NOTES:**
Content and assessments aligned to the Gateways ECE and Director Competencies.

**COURSE TOPICS AND CONTENT REQUIREMENTS:**
*Role of Administrators in Child Care Settings:* The Working Director; Developing Interpersonal Relationships; Assessing Community Need and Establishing a Program; Licensing and Certification; Organizing Center Structure and Working with a Board; Handling Financial Matters; Funding the Program; Developing a Center Facility; Equipping the Center; Staffing the Center; Marketing the Program; Grouping and Enrolling the Children; Managing the Food and the Health and Safety Programs; Evaluating Center Components; Providing for Personal and Professional Staff Development; Working with Families, Volunteers and the Community

**INSTRUCTIONAL METHODS:**
Lecture
Written assignments
Audio-Visuals
Guest speakers

**EVALUATION OF STUDENT ACHIEVEMENT:**
Class participation
Periodic exams
Completion of assigned work
Site/Director interviews and visits (job shadowing)
Professional development activity—create a director’s manual (Competency Assessment – EP1, EP2, EP3PPS1, PPS2, OWC1, T1)
Creation of Policies and Procedures Manual (Competency Assessment LFM1, LFM2, HRD1, MRP1, POFM1, POFM2, FP1)

**INSTRUCTIONAL MATERIALS:**
*Textbooks*
*Developing and Administering a Child Care and Education Program.* 9th Ed. Dorothy Sciarra, Anne Dorsey, Ellen Lynch and Shauna Adams. 2014.
http://www.state.il.us/dcfs/docs/407.pdf

*Resources*
Gateways ECE Competencies and Suggested Roles
Illinois DCFS Part 407 Licensing Requirements
Illinois Professional Teaching Standards (2013)
Council for Exceptional Child (CEC)/Division of Early Childhood (DEC) Standards
NAEYC Professional Standards and Competencies for Early Childhood Educators
Abused and Neglected Child Reporting Act (online training)
LEARNING OUTCOMES AND GOALS:
Institutional Learning Outcomes
- 1) Communication – to communicate effectively;
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies
1. Identify the various roles and responsibilities of administrators in child care facilities.

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<tr>
<th>IPTS</th>
<th>ECE Competencies</th>
<th>NAEYC PSCECE</th>
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<tbody>
<tr>
<td>8, 9</td>
<td>PPD1, PPD3, PPD4, PPD7, PPD8, PPD9, PPD10 IDC Competencies: PPS1, PPS2, OWC1, TI</td>
<td>1a, 1b, 1c, 2a, 2b, 2c, 3a, 3b, 3c, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 6a, 6b, 6c, 6d, 6e</td>
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2. Demonstrate understanding of procedures and policies for establishing a child care program, inclusive of DCFS licensing standards, federal, state, and local mandates.

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<td>HSW7, PPD10, FCR6, FCR7, IDC Competencies: LFM1, POFM1, POFM2</td>
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3. Compile and develop procedures for establishing a budget

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<td>IDC Competencies: LFM1, LFM2</td>
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4. Describe the process for selection and purchase of equipment and materials

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<tr>
<td>4</td>
<td>IRE7 IDC Competencies: LFM1, POFM2</td>
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5. Demonstrate understanding of funding sources for childcare facilities

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<td>9</td>
<td>PPD7 IDC Competencies: LFM2</td>
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6. State procedures for hiring training, developing and supervising staff.
7. Describe procedures and processes for developing curriculum.

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<tr>
<td>2, 9</td>
<td>OA5, OA7, CPD2, CPD4, CPD10, IRE1, IRE2, IRE3, IRE7</td>
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8. Identify and develop strategies for working with families and ways to encourage family involvement.

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<td>FCR2, FCR3, FCR4 IDC Competencies: FP1</td>
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9. Describe effective marketing, public relations, and community outreach and advocacy of high-quality program to stakeholders

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