EDU 262 Early Child Admin II

COURSE DESCRIPTION:

Prerequisites: Take All: DRE 098, EDU 119 and EDU 261
Corequisites: Take DRE 098

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Course Hours per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Define and evaluate all components of early childhood programs
2. Develop strategies for advocacy
3. Integrate community into programs

OUTLINE OF INSTRUCTION:

1. Financial Management
   a. Center Operational Budget
   b. Center Fee Policy
   c. Staff Salary Schedule
2. Marketing Your Center
   a. Marketing Plans Public Relations and Community Outreach
   b. Early Childhood Grant Sources
      i. Basics on Writing Grants
      ii. Grant Management
3. Leadership
   a. Director Performance Evaluation
   b. Supervision
   c. Staff and Organizational Management Plan
   d. Professional Development Plan
4. Building Strong Center Family Partnerships
   a. Strategies for Involving Families
   b. Center Family Policies
   c. Working with Parents
   d. Parent Handbook
5. Evaluation
   a. Staff Evaluation
   b. Program Evaluation
c. Family Need Evaluation

d. Trends and Issues in Early Childhood Education

6. Advocacy

   a. National
   b. State
   c. Regional
   d. Local

REQUIRED TEXTBOOK AND MATERIAL:

Textbook: Developing and Administering a Child Care and Education Program 9th edition
Authors: Sciarra, Lynch, Adams, Dorsey
ISBN: 9781305088085
Publisher: Cengage Learning

Supplemental Resources: Available free (links opens in a new window)

- NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administrators
- NC Child Care Law and Rules