

ECED 208: Supervision and Administration

Course Description

ECED 208 provides students with the knowledge and skills needed to administer and supervise child care programs and related services. Emphasis is placed on budgets, licensing requirements, personnel and team management, organizational framework, and advocacy.

Course Hours: 45

Course Credits: 3

Course Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College website).

Child, Youth and Family Studies Program: Early Childhood Education Specialty Certificate or a Certificate in Early Childhood Education from an accredited college.

Co-requisites: None

Format

Students who register for Flexible Assessment credit must provide evidence of their competency in the form of a portfolio and submit this evidence online to the designated ECE Faculty Assessor two weeks before the end of the semester.

The portfolio submission must include the following information:

1. A table of contents with page numbers that follow the learning outcomes of the course, in the order the learning outcomes are listed on the *Flexible Assessment Documentation Form* below;
2. A labeled heading between each learning outcome and course activity;
3. Concrete evidence (i.e., photos, letters, logbook, video recording, observations) of each learning outcome in the order listed below along with brief explanations of the relevance of each piece of evidence;
4. A completed copy of the recording form below with the type and page number of each piece of evidence in the portfolio submission.

What You Need To Do

Document your knowledge and implementation of each learning outcome for ECED 208 (below) by providing a minimum of four examples for each outcome. The examples for the learning outcomes can include a combination of written examples, photos, observations, course/workshop certificates, log-books, video recordings, evaluations and practical applications. Each example must include a written component that clearly explains how the evidence has informed your professional practice.

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Learning Outcomes and Additional Flexible Assessment Criteria

Learning Outcomes	Types of Evidence	Page Number(s)	Value <i>(for office use only)</i>	Faculty Assessor's Comments <i>(for office use only)</i>
Describe indicators of quality early childhood practices in relationship to educators' characteristics, environments, curriculum, leadership styles, and partnerships with families and communities.				
Demonstrate an understanding of the role of government in early childhood programs.				
Demonstrate an understanding of current regulatory requirements.				

Learning Outcomes	Types of Evidence	Page Number(s)	Value <i>(for office use only)</i>	Faculty Assessor's Comments <i>(for office use only)</i>
Create and assess a variety of administrative policies and procedures for staff, families, and programs.				
Develop an efficient and effective system for records and reports such as: staff performance, health and safety, financial reports, and children's records.				
Analyze leadership styles and challenges.				
Demonstrate an understanding of the supervisor's role in supporting and enhancing staff development and employment issues.				
Demonstrate administration responsibilities in designing child care programs which utilizes past and present research and knowledge.				

Learning Outcomes	Types of Evidence	Page Number(s)	Value <i>(for office use only)</i>	Faculty Assessor's Comments <i>(for office use only)</i>
Demonstrate an understanding of financial planning which includes budgets, fundraising, subsidy, marketing, recruiting, and grant opportunities.				
Demonstrate how to establish a non-profit society and profit programs.				
Telephone Interview	Date	Faculty Assessor's Comments <i>(for office use only)</i>		