

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

  X   Transfer Course     X   A.A. Degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** CHDV 155: Adv Supervision for Early Childhood Directors

**UNIT VALUE:**               3

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** Appropriate language and computational skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:**                               None

**COREQUISITE:**                               None

**RECOMMENDED PREPARATION:**    Completion of 18 units in Child Development

**SCOPE OF COURSE:**

The student will explore the tools that generate productive staff management and identify supervisory techniques such as staff motivation, staff benefits, team building, leadership skills, and situation leadership.  
CSU

**SPECIFIC COURSE OBJECTIVES:**

Successful students will be able to:

1. identify a healthy, productive work environment.
2. assess professional performance.
3. classify inappropriate behavior and employ the steps of termination.
4. identify appropriate professional behavior.
5. apply principles of team building.
6. appraise leadership skills.
7. distinguish staff needs and implement professional development workshops.
8. exercise positive and open communication and listening skills.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Staff Management
  - a. Hiring and firing practices, interviewing methods, selection of staff orientation
  - b. Job descriptions
  - c. Personnel files
  - d. Personnel policies

## II. Staff Motivation

- a. In-service training
  - b. Teacher scheduling
  - c. Assessment methods
  - d. Operation manual
  - e. Staff meetings
- e. Staff Benefits
- a. Labor laws
  - b. Employee benefits
  - c. Salary plan
  - d. Grievance procedures
- f. Supervision
- a. Staff relations
  - b. Shared decision making
  - c. Communication
  - d. Situational leadership

### **REQUIRED READING:**

Eiselen, Sherry. The Human Side of Child Care Administration. Washington, DC: National Association for the Education of Young Children, 1992.

Does Your Team Work? Washington, DC: Exchange Press Inc., 1997.

Fostering Improved Staff Performance. Washington, DC: Exchange Press Inc., 1991.

On Being a Leader. Washington, DC: Exchange Press Inc., 1990.

### **SUGGESTED READING:**

Current articles from child development journals.

### **REQUIRED WRITING:**

1. Contract and plan of action
2. Contract assignment (2) each paper must have 10 or more pages
  - Job descriptions
  - Field work
  - Staff assessment
  - Benefit Package and salary matrix
  - Operational Manual
3. Midterm
4. Final
5. Research five child care centers

### **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

Group Project  
Reading assigned chapters in text

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Comprehensive projects	60%
Special projects	20%
Group project	20%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Mary Anne Giardina-Rodgers, ext. 2314

**SIGNATURES ON FILE**