

**Appendix B:**

**A SAMPLE OF POST SECONDARY CHILD CARE ADMINISTRATOR PROGRAMS COMPARED WITH THE CHILD CARE ADMINISTRATOR WORK DESCRIPTION.**

PROGRAM ALBERTA	COURSES	COMPARISON TO THE MANAGEMENT GRID <sup>1</sup>
<p><b>Grant MacEwan Community College</b></p> <p><u>Early Childhood Administrators Certificate</u></p> <p>A post diploma certificate program offered on a part-time, self-study basis.</p> <p>Work experience required.</p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>- Supervisory Role in Early Childhood Agencies</li> <li>- Communication Competency for Early Childhood Administrators</li> <li>- Interpersonal and Team Building Skills for Administrators</li> <li>- Advanced Theory in Child Development</li> <li>- Advanced Theory in Program Development</li> <li>- Supervisory Role in Curriculum Development</li> <li>- Supervising Family Services in Early Childhood Agencies</li> <li>- Supervision of Staff in Early Childhood Agencies</li> <li>- Supervising the Physical Plant in Early Childhood Agencies</li> <li>- Basic Bookkeeping for Early Childhood Agencies</li> <li>- Supervised Practicum</li> <li>- Integration Seminar/Tutorial</li> </ul> <p><b>Optional Courses: (Students must take a minimum of seven)</b></p> <ul style="list-style-type: none"> <li>- Independent Supervised Study in EC Administration</li> <li>- EC Administration Topics I</li> <li>- EC Administration Topics II</li> <li>- EC Administration Topics III</li> <li>- EC Administration Topics IV</li> <li>- EC Administration Topics V</li> <li>- EC Administration Topics VI</li> <li>- Using Modern Technology in Early Childhood Agencies</li> <li>- Managing Finances in an EC Agency</li> <li>- Supervising Evaluation in EC Agency</li> <li>- EC Administration Topics VII</li> <li>- Introduction to the Use of Computers in EC Agencies</li> <li>- Advanced Motivation &amp; Leadership for EC Agencies</li> <li>- Supervising Special Needs Component in EC Agencies</li> <li>- Supervising Nutrition and Menus in EC Agencies</li> <li>- Board/Director Roles and Relationships in EC Agencies</li> <li>- Supervising Food Handling Staff in EC Agencies</li> <li>- Legal Concepts for EC Programs</li> <li>- Managing Stress in EC Settings</li> <li>- Public Relations &amp; Advocacy for EC Programs</li> <li>- Labour Law and Relations for EC Programs</li> <li>- Setting Up/Financing Your Own Agency</li> <li>- Advanced Team Building for EC Agencies</li> <li>- Supervising Health and Safety in EC Agencies</li> <li>- Employment Practices in EC Agencies</li> </ul>	<p>I.C Job Specifications</p> <p>I.A- F</p> <p>I.C.5 I.C.5 I.C.5</p> <p>II.A- F I. A- F IV. A- F F. I- V. Job Specifications All grid elements</p> <p>- Depends on the choice of the student - ? - ? - ? - ? - ? - ? A. I- V F. I- V A., C. &amp; E. - ? A. I- V. I.C. I.C. I.C.11 III. Across all practice areas I.C.11 D. I- V. I.C. I.C.4, III.C.4, V.C.6 I.D, 1- 3 III.F.1- 7 I.C.2 I.C.6 I. Across all practice areas</p>

<sup>1</sup>.Key : *People Components:*

- I. Staff
- II. Families
- III. Licensed operator (Owner / Board)

*Place components:*

- IV. Facility
- V. Community

*Practice components :*

- A. Systems
- B. Policy
- C. Services / Program
- D. Legal/ professional sanctions
- E. Planning
- F. Finances

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PROGRAM BRITISH COLUMBIA	COURSES	COMPARISON TO THE MANAGEMENT GRID <sup>2</sup>
<p><b>Vancouver Community College</b></p> <p><u>Administration of Early Childhood Services</u></p> <p>Two year, part time program</p>	<p><b>Courses:</b></p> <ul style="list-style-type: none"> <li>- Introduction to Effective Administration</li> <li>- Communication In Early Childhood Settings</li> <li>- Financial Management and Fund Raising</li> <li>- Human Resources in Child Care</li> <li>- Family Issues</li> <li>- Current Issues</li> <li>- Observation Praticum</li> </ul>	<p>Job specifications, all grid</p> <p>Job specifications</p> <p>F. I- V</p> <p>I. A- F</p> <p>II.A- F</p> <p>V.A- F</p> <p>Job specifications, all grid elements</p>

<sup>2</sup>.Key :*People Components:*

- I. Staff
- II. Families
- III. Licensed operator (Owner / Board)

*Place components:*

- IV. Facility
- V. Community

*Practice components :*

- A. Systems
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PROGRAM MANITOBA	COURSES	COMPARISON TO THE MANAGEMENT GRID <sup>3</sup>
<p><b>Assiniboine Community College</b></p> <p><u>Child Care Centre Administration Certificate</u></p> <p>A four- month certificate program.</p>	<p><b>Program Outline:</b></p> <ul style="list-style-type: none"> <li>- Practicum</li> <li>- Integration Seminar</li> <li>- Small Business Issues</li> <li>- Child Care Centre Management</li> <li>- Organizational Behavior</li> <li>- Financial Accounting I</li> <li>- Managing the Human Resource Function</li> </ul> <p><b>Optional Courses (students must complete two)</b></p> <ul style="list-style-type: none"> <li>- Customer Service</li> <li>- Computer Applications</li> <li>- Introduction to Native Studies 1</li> <li>- Introduction to Native Studies 2</li> <li>- Intro to Preschool Education (Kindergarten)</li> <li>- Preschool Education (Kindergarten)</li> <li>- Intro to Guidance and Counseling (Elementary)</li> <li>- Relationship Skills for Helping Professions</li> <li>- Children's and Young People's Literature</li> <li>- Early Childhood Education</li> <li>- Movement and Activities for Children</li> </ul>	<p>Job specifications, all grid elements.</p> <p>Job specifications, all grid elements.</p> <p>III.A- F, IV. A- F, V.A- F I- V. A- F I.C F. I- V I. A- F.</p> <p>II. A- F Job specifications I.C.5.a I.C.5.a - ? - ? - ? Job specifications I.C.5 I.C.5 I.C.5</p>
<p><b>University of Manitoba, Continuing Education</b></p> <p><u>Certificate in Applied Management, Day Care Specialization</u></p>	<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>- Essentials of Management</li> <li>- Using Accounting Information</li> </ul> <p><i>Plus one of:</i></p> <ul style="list-style-type: none"> <li>- Managing the Human Resource Function</li> <li>- Organizational Behaviour</li> </ul> <p><b>Day Care Specialization:</b></p> <ul style="list-style-type: none"> <li>- Managing the Day Care Environment</li> </ul> <p><i>Plus two of:</i></p> <ul style="list-style-type: none"> <li>- Board, Community and Government Relations for Nonprofit Sector Organizations</li> <li>- Child Care Management Information Systems</li> <li>- Fund Raising and Resource Development in the Nonprofit Sector</li> <li>- Introduction to Marketing</li> <li>- Program Planning and Evaluation in the Nonprofit Sector</li> </ul>	<p>A- F.I- IV F.I- V</p> <p>I. A- F I, III. A- F</p> <p>III.A- F, V.A- F</p> <p>III.A- F</p> <p>A.I- V V.E.3,V.F.1&amp;3</p> <p>V.C.1 E.I- V</p>

<sup>3</sup>.Key :*People Components:*

- I. Staff
- II. Families
- III. Licensed operator (Owner / Board)

*Place components:*

- IV. Facility
- V. Community

*Practice components :*

- A. Systems
- B. Policy
- C. Services / Program
- D. Legal/ professional sanctions
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<b>PROGRAM NOVA SCOTIA</b>	<b>COURSES</b>	<b>COMPARISON TO THE MANAGEMENT GRID<sup>4</sup></b>
<p><b>The Institute for Early Childhood Education and Developmental Services</b></p> <p><u>Administration for Early Childhood Settings</u></p> <p>Summer School, two weeks, 60 hours</p>	<ul style="list-style-type: none"> <li>- Playground safety</li> <li>- Toy and Equipment Safety</li> <li>- Working with Boards and Outside Agencies</li> <li>- Developing a Life Long Learning Portfolio</li> <li>- Staff Selection</li> <li>- Observation as a tool for Staff Selection</li> <li>- Children Coping with Family Violence</li>   <li>- Developing a Cohesive Philosophical Team</li> <li>- Defining Roles: Parents, Volunteers and Student Teachers</li> <li>- Bookkeeping</li> <li>- Professional Correspondence</li> <li>- Child Abuse Protocol for Early Childhood Educators</li> <li>- Capable People</li> <li>- Conflict Management</li> <li>- Record Keeping</li> </ul>	<p>IV.C.4 I.C.10 III.A- F, V.A- F Job specifications I.A.3,4 I.A.3,4 I.C.5.a, II.C.2, II.B.3.b I.C.2 B. I- V, 3.C.5  F.I- V III.A.6 I.B.3, II.B.3.b, II.C.2 I.C.2 I.C.3 A.I- V</p>
<p><b>Nova Scotia Community College, Kingstec Campus</b></p> <p><u>Early Childhood Management and Special Needs</u></p> <p>One year post diploma certificate</p>	<ul style="list-style-type: none"> <li>-Early Childhood Program Administration</li> <li>-Advanced Curriculum</li> <li>-Exceptional Children I &amp; II</li> <li>-Computer Applications</li> <li>-Readings in ECE program Administration</li> <li>-Readings in Special Education</li> <li>-Financial Management</li> <li>-Leadership in ECE</li> <li>-Change Process in ECE</li> <li>-Field Placement I &amp; II</li> </ul>	<p>I, II, III A-F I.C  Job Description  F, I-V Job Description E. I-V</p>
<p><b>Mount Saint Vincent University</b></p> <p><u>Bachelor of Applied Arts (Child &amp; Youth Study), Emphasis in Early Childhood Education/Child Care Administration</u></p> <p>A four Bachelors program</p>	<p>Fourth year specialization:</p> <ul style="list-style-type: none"> <li>- Program Development and Administration</li> <li>- Childhood and Adolescence in Cross Cultural Perspective</li> </ul> <p>Two of:</p> <ul style="list-style-type: none"> <li>- Creative Arts in The Classroom</li> <li>- Infant Development for Caregivers</li> <li>- Directed Study</li> <li>- Honours Thesis</li> <li>- Family Law</li> <li>- Interpersonal Relations</li> </ul> <ul style="list-style-type: none"> <li>- Childhood Psychopathology</li> <li>- Assessment of the Young Child</li> <li>- Government Administration and Policy Making</li> <li>- Administration Praticum</li> </ul>	<p>I-V. A-F I.C.5  I.C.5 -? -? II. D. Job Specifications, I.C.2 I.C. 5 I.C.5 V.B,D.</p>

<sup>4</sup>.Key :**People Components:**

- I. Staff
- II. Families
- III. Licensed operator (Owner / Board)

**Place components:**

- IV. Facility
- V. Community

**Practice components :**

- A. Systems
- B. Policy
- C. Services / Program
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<b>PROGRAM ONTARIO</b>	<b>COURSES</b>	<b>COMPARISON TO THE MANAGEMENT GRID<sup>5</sup></b>
<p><b>George Brown College</b></p> <p><u>Day Care Management Certificate</u></p> <p>A post- diploma part-time certificate program.</p>	<p><b>Program Outline:</b></p> <ul style="list-style-type: none"> <li>- Communication Strategies for Managers</li> <li>- Financial Management</li> <li>- Supervision and Staff Development</li> <li>- Advocacy- Politics of Funding of Child Care</li> <li>- Curriculum Design, Implementation and Evaluation</li> <li>- Working with Boards and Your Community</li> <li>- Management and Leadership</li> </ul>	<p>Job specifications F. I- IV I. A- F V.C.6, I.C.4, III.C.4 I.C.5, I.E.3</p> <p>III. &amp;V. A.- F. Job specifications</p>
<p><b>Niagara College</b></p> <p><u>Early Childhood Education - Administration</u></p> <p>A post- diploma certificate program offered on a part- time basis through Continuing Education</p>	<p><b>Program Outline:</b></p> <ul style="list-style-type: none"> <li>- Management Skills for Early Childhood Educators</li> <li>- Professional Communication- Advanced I</li> <li>- Professional Communication - Advanced II</li> <li>- Curriculum Design - Infancy/School Age</li> <li>- Staff Supervision in Early Childhood</li> <li>- Small Business Practices - Part A</li> <li>- Small Business Practices - Part B</li> <li>- Advocacy and Professionalism in ECE</li> <li>- Field Practicum - ECE Administration</li> </ul>	<p>I- V, A- F</p> <p>Job specifications Job specifications I.C.5 I. A- F III.A- F, IV. A- F, V.A- F III.A- F, IV. A- F, V.A- F Job specifications, I.C.4, III.C.4,V.C.6 Job specifications, all grid elements</p>
<p><b>Sheridan College</b></p> <p><u>Early Childhood Education Supervision and Administration</u></p> <p>Post ECE credential (Minimum of 1 year experience required)</p>	<ul style="list-style-type: none"> <li>- Communication Strategies for Early Childhood Educators</li> <li>- Computer Applications in Early Childhood Administration</li> <li>- Management and Leadership Skills</li> <li>- Early Childhood Education Curriculum Design and Implementation</li> <li>- Staff Supervision and Development in Early Childhood Education Settings</li> <li>- Financial Planning, Management and Resources in Early Childhood Education Settings</li> <li>- Service Marketing and Professionalism in Early Childhood Education</li> <li>- Early Childhood Education Administration Field Placement</li> </ul>	<p>Job specifications</p> <p>Job specifications</p> <p>Job specifications I.C.5</p> <p>I. A- F</p> <p>E,F, I- V</p> <p>V.A- F Job specifications Job specifications, all grid items</p>

<sup>5</sup>.Key :**People Components:**

- I. Staff
- II. Families
- III. Licensed operator (Owner / Board)

**Place components:**

- IV. Facility
- V. Community
- B. Policy

**Practice components :**

- A. Systems
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PROGRAM: NOVA SCOTIA (Offered as Required)	COURSES	COMPARISON TO THE MANAGEMENT GRID <sup>6</sup>
<p><b>Early Childhood Education Institute and Resource Centre and Henson College Centre for Continuing Studies Dalhousie University</b></p> <p><u>Certificate in Child Care Administration</u></p> <p>One year post ECE certificate program</p> <p>Four years minimum experience in early childhood education Experience in performing administrative duties</p>	<ul style="list-style-type: none"> <li>- Child Care Policy and Its Effect on Child Care Programs in the Community</li> <li>- Overview of organizational Management in a Child Care Setting</li> <li>- Developing a High Quality Program</li> <li>- Human Resource Management in a Child Care Setting: children, parents &amp; staff</li> <li>- Community Liaison and Child Care Settings</li> <li>- Financial Management of Child Care Settings</li> <li>- Meeting Criteria for High Quality Child Care</li> <li>- Legal Aspects of Child Care</li> <li>- Child Care Issues in a Contemporary Society</li> </ul>	<p>V. A- F</p> <p>III. A- F</p> <p>C. I- V</p> <p>I. A- F, II A- F</p> <p>V. A- F</p> <p>F. I- V</p> <p>C. I- V</p> <p>D. I- V</p> <p>V. A- F</p>
PROGRAM: ALBERTA (PILOT)	COURSES	COMPARISON TO THE MANAGEMENT GRID
<p><b>Mount Royal College, Community &amp; Health Studies- Faculty of Continuing Education &amp; Extension</b></p> <p><u>Supervision In Early Childhood Education</u></p> <p>A pilot course in response to a needs assessment of child care administrators in Calgary.</p> <p>For "experienced early childhood professionals"</p>	<p>- Module 1: An Introduction to Supervision</p>	<p>Job specifications, I.C.3, III.A.3</p>
PROGRAM: NEWFOUNDLAND & LABRADOR (Proposed)	COURSES	COMPARISON TO THE MANAGEMENT GRID
<p><b>College of the North Atlantic (Cabot College) ECE Program</b></p> <p><u>ECE Administration and Supervision Certificate</u></p> <p>- a <b>proposed</b> post diploma certificate program</p>	<p><b>Program Outline:</b></p> <ul style="list-style-type: none"> <li>- Introduction To Supervision</li> <li>- Effective Communication</li> <li>- Effective Supervision</li> <li>- Computer Based Accounting</li> <li>- Budget and Other Administrative Areas</li> <li>- Staffing</li> </ul>	<p>I. A-F</p> <p>Job specifications</p> <p>I. A-F</p> <p>F.I-V</p> <p>F. I-V</p> <p>I. A-F</p>

<sup>6</sup>.Key :*People Components:*    *Place components:*    *Practice components :*

I. Staff	IV. Facility	A. Systems
II. Families	V. Community	B. Policy
III. Licensed operator (Owner / Board)		C. Services / Program
		D. Legal/ professional sanctions
		E. Planning
		F. Finances