

Staff Development Component Information

COMPONENT TITLE: Program Administration Scale- Measuring Early Childhood Leadership and Management

IDENTIFIER NUMBER: 7417001

MAXIMUM POINTS: 60

GENERAL OBJECTIVE:

Participants will develop the knowledge and skills necessary to use a dedicated rating scale to assess administrative practices crucial for ensuring high-quality outcomes for children and families.

SPECIFIC OBJECTIVE:

Within the duration of this program, participants will be able to:

1. Demonstrate an understanding of the rationale of evaluating administration practices of early care and education programs.
2. Identify the multiple uses of the Program Administration Scale (PAS).
3. Define terms used throughout the scale.
4. Rate items of the PAS according to the 7-point scale.
5. Determine scores for items based on Teacher Qualifications.
6. Generate a Total PAS Score using as Item Summary form.
7. Plot scores on the PAS Profile.
8. Describe the content of the 10 subscales of the PAS:
 - a. Human Resources Development
 - b. Personnel Cost and Allocation
 - c. Center Operations
 - d. Child Assessment
 - e. Fiscal Management
 - f. Program Planning and Evaluation
 - g. Family Partnerships
 - h. Marketing and Public Relations
 - i. Technology
 - j. Staff Qualifications
9. Develop strategies for providing technical assistance to programs using the PAS.
10. Identify resources to support administrators in improving items from PAS.
11. Describe characteristics of effective coaches including establishing rapport and aligning goals.
12. Demonstrate coaching strategies that promote professional competence.
13. Discuss strategies to empower directors in their role as an agent of change.
14. View child care centers from a systems perspective and discuss the nature of organizational change.

15. Identify strategies for dealing with resistance to change.

PROCEDURES:

During the delivery of this professional development program, participants will engage in some or all of the following:

1. Attend scheduled trainings.
2. Complete practice scoring items and summary sheets.
3. Score and interpret practice assessments.
4. Complete an improvement plan based on the assessment.
5. Participate in discussion and problem solving activities with staff to implement improvement plans.

EVALUATION OF PARTICIPANTS:

Participants will demonstrate a mastery of at least 80% of the component's specific objectives as measured by assessments and completion of activities throughout the training.

FOLLOW-UP ACTIVITIES:

Participants will apply their learning by providing technical assistance, conduct periodic reviews of specific subscales and participate in on-going staff development to master strategies for identified areas reflecting a need for improvement.

COMPONENT EVALUATION:

Participants and instructors will assess the degree to which the activities addressed the specific objectives and will make recommendations for revisions through a component evaluation.