

Program Management

Assessment Key/Rate Yourself:

Novice

1. Not yet aware
2. Developing an understanding
3. Beginning to apply

Intermediate

4. Frequently applies
5. Consistently applies

Master

6. Thorough knowledge, ability to modify, evaluate, and synthesize
7. Fosters growth, exercises leadership, and advocates

Criteria	Assessment							Comments
	Novice			Inter.		Master		
	1	2	3	4	5	6	7	
Uses effective business management techniques:								
Exhibits knowledge of federal and state regulations regarding children birth through age eight, including children with special needs, and is aware of how they affect early care and education								
Utilizes effective hiring practices to recruit, hire, and retain qualified staff								
Understands the effect of high staff turnover on the program, children, and families, and provides appropriate supervision and training to reduce turnover and provide continuity of care								
Demonstrates ability to balance income and expenses								
Analyzes expenses to maximize profits and efficiency while maintaining a quality program								
Provides timely and accurate government documentation								
Maintains a program which meets insurance and government regulations								
Organizes, plans, and keeps accurate records through:								
Identifying, reporting, and meeting the needs of abused and/or neglected children								
Using observation and assessment as a basis for planning learning experiences and activities								

Program Management (cont'd)

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Maintaining up-to-date records concerning the growth, health, behavior, and progress of each child in the group								
Sharing information with parents and other appropriate adults								
Implementing procedures for smooth transitions from one group to another								
Uses all available resources to ensure effective operation through:								
Making or obtaining materials and equipment appropriate to the developmental needs of children								
Encouraging children to take ownership in the program, when developmentally appropriate, by providing opportunities for sharing ideas and decision making while continually shaping the program to meet their needs								
Establishing liaisons with community resources and social services to support needs of individual children and families								
Implementing and modifying activities to be responsive to individual children (e.g. special needs, various ages, highly active, health restricted, in-crisis)								
Orienting new staff, substitutes, or volunteers to routines and to the abilities and special needs of each child								

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Practicing cooperation and encouraging team work among staff to promote feelings of support and competence								
Communicating effectively with co-workers								
Participating in on-going program evaluation and program improvement efforts								