

Early Childhood Administration Program

The University of Montana Western has partnered with the [McCormick Center for Early Childhood Leadership](#) to offer nine credits of online coursework that focuses on enhancing the management skills, professional orientation, and leadership capacity of early childhood administrators.



The program combines nine [Aim4Excellence](#) modules available through the McCormick Center with facilitation guided by Collette Box, director of an NAEYC-accredited child care center in Kalispell and has been working in early childhood since 1990. Completion of the program will count towards coursework requirements on the Montana Early Childhood Program Director Credential framework. Visit [mtecp.org](#) and [aim4excellence.nl.edu](#) for more information.

COHORT SCHEDULE

Fall 2016

late August through mid-December
UMW: \$260 (3 credits)
McCormick: \$525 (Modules 1, 2, & 3)

Spring 2017

mid-January through late April
UMW: \$260 (3 credits)
McCormick: \$525 (Modules 4, 5, & 6)

Summer 2017

late-April through early August
UMW: \$260 (3 credits)
McCormick: \$525 (Modules 7, 8, & 9)

PROGRAM REQUIREMENTS

- Undergraduate-level writing course
- 20+ credits of early childhood core coursework
- Regular access to an early childhood program

NOTE: The courses are taught sequentially and must be taken in the order presented starting with *Early Childhood Administration: Leadership Strategies and Staff Development*.

EARLY CHILDHOOD ADMINISTRATION PROGRAM COURSES

Early Childhood Administration: Leadership Strategies and Staff Development (EDEC 491E)

In this course examine early childhood administrators' leadership roles and be introduced to a model of facilitative leadership as a way to empower staff and support shared decision making. Learn effective employment practices to find and keep the right person for an available job and organization. Initiate an effective comprehensive model for supervising staff and promoting their ongoing professional development based on recognizing and appreciating individual differences. Develop and practice the skills needed to nurture a positive work climate that promotes peak performance. 3 credits.

Early Childhood Administration: Managing Center Operations and Finances (EDEC 491E)

In this course students will learn about the components of effective early childhood management including: systems and the importance of systems thinking; stakeholder analysis and management; the strategic planning process; how policies, procedures, and systems are interconnected; and tools for taking charge of program operations. Understand how to manage a fiscally responsible early childhood business and be introduced to effective budgeting and accounting. Develop the skills needed to promote a positive public image. Learn how to create environments that welcome and support the learning of children and adults, as well as promote their health and safety. 3 credits.

Early Childhood Administration: Implementing and Evaluating the Program (EDEC 491E)

In this course students will learn to support children's development and learn by understanding the interactive environment, the advantages of different groupings and staffing patterns, and continuity of care. Learn how to implement curriculum and the importance of observation and child assessment in achieving program goals. Explore the director's role in creating family partnerships, promoting of program evaluation and learn how to implement continuous quality improvement – the leadership practice of assessing needs, defining outcomes, developing an action plan, and evaluating effectiveness. 3 credits.

"Being a part of the AIM program and Director's Credential has helped me feel comfortable as a brand new director in all aspects of my position. The knowledge and skills I have gained can be put back into my program and continue to make it a successful business."

**Shandi Hayes – Lewistown, Mont.
Small Wonder Child Care**

"The Director Credential modules are extremely beneficial personally and professionally. The information provided can literally be printed out and dropped into your file cabinet for immediate use. The cohort was a helpful tool that allowed networking, open dialog, sharing & feedback and exploring viewpoints. This credential would ensure preschools around Montana would be operating at a top notch level."

**Gina Morton – Lolo, Mont.
Lolo Preschool and Child Care**