



The Role of the Administrator: Unit 4, Getting Ready 1

The Role of the Administrator

A program tone of *collaboration* and *reflection* can be created when administrators:

- Include staff in planning and reviewing curriculum decisions.
- Support staff in their own development as professionals.
- Provide an environment to share ideas and observations through expressing thoughts and experiences and listening to others.

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- Have you ever been in a situation in a work environment where you were not being heard?
- Have you ever been in a situation at work where you felt your skills and ideas were not being acknowledge and recognized?

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- How did you feel in that situation?
- Was there anyone with whom you could talk about the situation?

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- If you were able to talk to someone about it, what made you feel that it would be acceptable to do so?
- What were you able to do about it? Were you able to work with someone to resolve the situation?

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- If you could not discuss the situation, what kind of environment would have helped you feel you could talk about it?

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- Have you worked in collaborative settings where there was an openness to asking questions and making suggestions?
- How do you think being open and collaborative versus not would affect you at work?
- How do you think each would affect your commitment to the program?

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How did you feel when your ideas were being acknowledged?



How did you feel when your ideas were not being recognized?

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The Role of the Administrator



- What stands out to you most in this learning experience?
- What did you learn about yourself?
- What did you learn about the value of collaboration and reflection?
- How could this influence the work you do with staff, families, and children?