


The Role of the Administrator: Unit 4, Key Topic I

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## The Role of the Administrator

**“Effective administrative practices are essential for ensuring high-quality outcomes for young children and their families.”**

~ *California Preschool Program Guidelines*, page 51



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## The Role of the Administrator

### **Effective administrative practices include:**

- Communicating high expectations, respect, and support for staff.
- Incorporating new knowledge into decision making and program implementation.
- Good financial management.

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## The Role of the Administrator

### **Effective administrative practices include:**

- Prioritizing staff wages, benefits, and professional development.
- Exceeding minimum licensing requirements.

(McCormick Center for Early Childhood Leadership 2011)  
~ *California Preschool Program Guidelines*, page 51

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## The Role of the Administrator

“Administrative responsibilities may be divided into two general categories: leadership and management.”

~ *California Preschool Program Guidelines*, page 51



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## The Role of the Administrator: Management

### Responsibilities

- Budgeting
- Attendance and fiscal reporting
- Documenting compliance with health and safety licensing regulations
- Abiding by applicable contract funding terms and conditions, laws, and regulations

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## The Role of the Administrator: Management

### **Responsibilities**

- Recording program inventory and acquiring new equipment
- Enrollment of children by applying appropriate priority and eligibility requirements

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## The Role of the Administrator: Management

### **Responsibilities**

- Maintaining family files with accurate documentation
- Develop and implement a system to ensure the administrative management of responsibilities is effectively maintained over time

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## The Role of the Administrator: Management

### **Responsibilities**

- Conduct staff evaluations and provide ongoing observation and feedback
- Communicating policies, schedules, and decisions to staff and families

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## The Role of the Administrator: Leadership

- ✓ Describe leadership qualities of effective administrators.
- ✓ How do these qualities relate to the characteristics of high-quality programs?

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## Characteristics of High Quality Programs

- Intentional teaching
- Support of integrated learning
- Positive teacher–child relationships
- Positive home–school relationships

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## Characteristics of High Quality Programs

- Play as a context for learning
- Teacher planning time
- Qualified teachers
- Appropriate child–teacher ratios

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## Characteristics of High Quality Programs

- Individualized adult–child conversations that promote language and positive relationships
- Opportunities for children to learn and practice new vocabulary
- Frequent assessment to document child progress and inform instructional planning
- Parent engagement

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### Administrative Practices and Components of High-Quality Programs

Using the management functions listed on page 51 of the *California Preschool Program Guidelines* and a list of qualities of effective leaders derived from page 52, consider which of these would support the features of high-quality programs as described on page 81. Some matches might be more obvious than others, and there will not be matches for all features. This crosswalk is not meant to be exhaustive but to stimulate thinking about these relationships.

Features of High-Quality Programs (California Preschool Program Guidelines, p. 81)	Management Functions	Qualities of Effective Leaders
Intentional teaching		
Support of integrated learning		
Positive teacher-child relationships		
Positive home-school relationships		
Play as a context for learning		
Teacher planning time		
Qualified teachers		
Appropriate child-teacher ratios		
Individualized adult-child conversations that promote language and positive relationships		
Opportunities for children to learn and practice new vocabulary		
Frequent assessment that documents child progress and informs instructional planning		
Parent engagement		



Unit 4: The Role of the Administrator  
Key Topic I: Overview and Rationale of the Chapter  
Handout 1: Administrative Practices and Components of High-Quality Programs

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## The Role of the Administrator

Consider the importance of administrative practice to quality outcomes for children.

- What is standing out for you?
- What is most interesting to you?
- Where do you have questions?

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## The Role of the Administrator

- Do you have ideas about management functions, leadership skills, or high-quality programs that are not represented?  
What are those ideas?
- Anything else?



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## The Role of the Administrator



- What did you learn about yourself in working with this information about management and leadership?
- Where did you feel challenged?
- Where did you feel confident?

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## The Role of the Administrator



- What would you like to know more about? How can you find that out?
- How will this influence your work with staff, families, or children?

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## The Role of the Administrator



- Which ideas or part of this class session stood out most for you?
- What seemed familiar or reinforced what you already know or have experienced?
- What gave you a new perspective or insight that causes you to think differently about teaching preschool children and/or engaging their families?

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## The Role of the Administrator



- Why do you think the content of this class session was presented the way it was? How did this approach help you understand the content? What else would have helped?
- What does this tell you about how you learn?

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## The Role of the Administrator



- How will you decide what to apply from this class session in your work with preschool children and families?
- What will you do to ensure you will implement what you have decided to use?