Directions (See PowerPoint Slide for further detail):

1. **Review the suggested content for this subject area**
2. **Add any additional content, if necessary (Remember, CAP outlines provide the required minimal content; individual campuses can add in addition content as desired)**
    a. Try to avoid catchy language phrases, specific text jargon, or anything that might out-date quickly.
3. **Sort content into the specific courses,**
    a. Remember, there might be some small duplication for review or foundational purposes but it should be clear that there are two different courses.
4. **Organize this content to no more than 15 Main Topics**
    a. Work to keep the Main Topics as the most broad and use sub-category organization to house any related more specific topics
5. **List your work on the Worksheet using numbers to prioritize the content essential to this course**

Content for all Administration Courses

Advocacy
Diversity/inclusion
Licensing (Title 22 & Title 5, ed code)
Child Development Permit
Legal Issues including mandating reporting
Facilities
Business Plan
Marketing
Financial management/Budget/record keeping
Tuition and Funding sources
Health & Safety Management
Time Management
Emergency Preparation and Procedures
Forms
Food services
Tools such as PAS, ECERS, DRDP
Working with outside professionals
Fundamental nuts and Bolts
Role of Administrator
Environments
Accreditation
Scheduling
Compensation
Culture and climate of program
Mission, Philosophy, values
Program types
Workforce Development
Staffing
Handbooks (Family and Staff)
Curriculum Management
Start-up
Staff Development
Community relationships
Family Relationships
Mentoring
Coaching
Motivation and expectations
Adult Learning strategies/working with student teachers
Reflective practices
Observation
Developmental Stages of Teachers/mentees
Mentor/mentee relationship and communication
Modeling
Confidentiality
Professional memberships
Ethics and code of Ethical Conduct
Communication
Staff Management
Recruitment, Hiring, Retention, Evaluation, Termination
Developing Job Descriptions
Shadowing
Personnel Issues
Assessment
Working with boards
Grants---Finding and Securing
Leadership styles
Policies
Leadership, Professionalism and Administration Competencies

Administration Course: Policies, Procedures and Programs

Priority #	Content

Administration Course: Supervision/Management

Priority #	Content

Administration Course: Adult Supervision/Mentoring

Priority #	Content