

Module Name: Pedagogical skills and management of early childhood care and education

Module Code: ECCE_M 2041

Module ECTS: 35

Course Title: Leadership and Management of early childhood care and education

Course code: ECCE 2045

Course ECTS: 5

Course Description

This course is designed to give students a generally understanding of the leadership procedures and management functions in the context of early childhood care and education institutions. It familiarizes students with the different organizational theories and management functions as they are related to ECCE programs.

Course Objective

At the end of this course students will be able to:

- ✓ Understand the concept of management and the role of management processes at early child development.
- ✓ Know the principles of management and relate the principles with the situations delineated through participation at the ECCE.
- ✓ Know different aspects/components of management in terms of infrastructure, resources, programme personnel, finance and documentation.
- ✓ Appreciate organization and management of early childhood care and education setting
- ✓ Evaluate and apply the administrative procedures and policies of ECCE organizations and thereby get acquainted with effective supervision strategies.

Week	Contact hours	Topics and subtopics	
1	As class schedule	Unit-I: Introduction 1.1 Philosophy and goals in the context of leadership and management of the ECCE programmes 1.2. Leadership 1.2.1. Definitions 1.2.2. Principles 1.2.3. Procedures 1.2.4. Techniques 1.3. Management 1.1.1 Definitions 1.1.2 Principles 1.1.3 Functions 1.1.4 Procedures 1.1.5 Techniques	

1	As class schedule	Unit-II: Setting up and running the centre 1.1 Physical facilities 1.1.1 Locality and building 1.1.2 Furniture, equipment and materials 1.1.3 Organizing indoor and outdoor spaces. 1.2 Supervisor 1.2.1 Teacher/day-care worker 1.2.2 Supportive staff/helpers 1.2.3 Experts, consultants, resource persons: 1.2.4 Administrative personnel. 1.3 Programme: Concept of developmentally appropriate programme planning, implementation and evaluation. 1.4 Records and reports 1.4.1 Children: Admission and" developmental records 1.4.2 Staff: Appointments, evaluations 1.4.3 Office: Accounts, muster, proposals, documents and file maintenance	
2	As class schedule	Unit-III: Management of resources 3.1 Finance: Need and methods of generating funds, budgeting, savings and investment 3.2 Time: Proper utilization with reference to children, programme, institution and 3.3 Referral and support services: Identifying, maintaining liaison, collaborating	

2/3	As class schedule	Unit-IV: Supervisory procedures 4.1 Applications: Registration, licensing, tax exemption etc 4.2 Quality control: Internal and external evaluations – who, and how? 4.3 Team analysis for identifying strengths programme evaluation review through programme evaluation review techniques. 4.4 Legislation concerning programmes for young children		
Mode of delivery/teaching-learning methods: gapped lecture, discussion, micro-teaching, cases, role play, educational visit				
Assessment methods continuous assessment (60%) and final exam.(40%)	Assessment type		Schedule	Weight
	Quiz			10%
	Test 1.			15%
	Test 2.			15%
	Individual and Group Assignment			15%
	Attendance			5%
	Final Exam.	Form all topics listed above		40%
	TOTAL 100%			
References:				