

ED 235

Organizational Relationships

3 Credits

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ED 235 Version: 16



Organizational Relationships

Calendar Description

This course integrates a humanistic perspective into the organizational frameworks of early childhood settings. Students explore policy and procedure in conjunction with the needs of children, staff, parents, and community.

Rationale

This is a required course for Early Learning and Child Care Diploma students. This course is designed to enhance those interpersonal skills necessary for positive human relationships within administrative positions. Early childhood educators gain an understanding of the role of the administrator within early childhood programs.

Prerequisites

Early Learning and Child Care Certificate

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. examine the roles and responsibilities of a director in early childhood settings.
2. discuss the role of the federal government and provincial government.
3. suggest techniques for increasing parent and community involvement.
4. identify leadership styles and discuss strategies for team building.
5. examine staffing policies and procedures.
6. discuss budgeting in early childhood settings.
7. demonstrate bookkeeping procedures.
8. develop an organizational framework for administrative policies and procedures.
9. participate in a mock interview.

Resource Materials

Required Text:

Chandler, K. (2019). *Administering for quality* (6th ed.). Pearson.

Reference Text:

Costigliola, B., (Ed.) (n.d.). *Occupational standards for Child Care Administrators*. Child Care Human Resources Sector Council.

Conduct of Course

Lecture, guest speakers, class discussion, and role-play are used to deliver the course content. Participation is necessary.

Evaluation Procedures

Students must complete all assignments to obtain a final grade.

Director's Role Analysis Parts A and B	20%
Director's Role Analysis Parts C and D	30%
Mock Interview	25%
Bookkeeping Simulation	<u>25%</u>
Total	100%

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.0

Students must maintain a cumulative average grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Frequent absences may result in the student being probation. Further absences may result in suspension from the program.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance in classes.

Course Units/Topics

1. Role of the director

- responsibilities of a director
- values and beliefs about early childhood education
 - child's environment
 - caregiver characteristics
 - parental involvement
 - community involvement

2. Staffing

- policy and procedures
- recruitment and hiring
- communication with staff
- performance appraisal

3. Leadership and team building styles and challenges

- team building
- leadership attributes of a good director
- staff expectations of a director
- evaluating director effectiveness

4. Budgeting

- financial planning
- bookkeeping
- sources of program income

5. Organizational Framework

- administrative policies and procedures
- sample forms
- record keeping

6. Parent and community involvement

- family involvement
- resources for families
- board of directors
- benefits of partnerships

7. Roles of government

- caring for children - a national issue
- federal government
- provincial government
- municipal government
- milestones in policy and legislation



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