

CHLD 194: ADULT SUPERVISION AND MENTORING

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------|-------------------------|
| Effective Term: | Fall 2022 |
| Credits: | 3 |
| Total Contact Hours: | 54 |
| Lecture Hours : | 54 |
| Lab Hours: | 0 |
| Hours Arranged: | 0 |
| Outside of Class Hours: | 108 |
| Prerequisite: | CHLD 156 and CHLD 156L. |
| Transferable to CSU: | Yes |
| Transferable to UC: | No |
| Grading Method: | Standard Letter |

Catalog Course Description

This course covers all aspects of supervising the adult learner in Early Childhood Education programs including: policies and procedures for selection and supervision of staff, professional development, leadership and motivation, team building, conflict resolution, and supervision and evaluation. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 lecture hours.

Course Objectives

- Identify roles and responsibilities for each staff member
- Facilitate effective communication, problem solving and power sharing within the work environment
- Plan and implement a staff development plan that includes a variety of options
- Complete an observation of a teacher, providing feedback verbally and in writing at a planned conference
- Identify characteristics of effective leaders and mentors
- Develop a personnel handbook
- Be able to administer one of the evaluation tools suggested in required texts and materials on an individual program

Major Course Content

1. Job Descriptions
 - a. Roles and role-sets
 - b. Policies and procedures
2. Maximizing Potential, Leading and Managing
 - a. Developing a common vision
 - b. Identifying strengths
 - c. Reaching consensus
 - d. Creating a team/power sharing
 - e. Self evaluation
 - f. Problem solving conflicts
3. Pre-Service/In-Service Education

- a. Orientations
 - b. Workshops
 - c. Consultants
 - d. Professional Development
4. Supervision and Evaluation
 - a. Communication
 - b. Clinical supervision
 - c. Feedback and follow-up
 - d. Peer evaluation
 - e. Assessment tools: ECERS-R, ITES-R, FDCRS, SACERS, PAS
 5. Leadership and Development
 - a. Time management
 - b. Characteristics of effective mentors/leaders
 - c. Diverse perspectives
 - d. Ethics-professional behaviors
 - i. Career ladder
 - ii. Professional resources and organizations
 - iii. Advocacy
 6. Adult Mentoring and Supervision Strategies
 - a. Coaching
 - b. Modeling
 - c. Shadowing
 - d. Reflective supervision and feedback
 - e. Mentor/mentee relationship

Suggested Reading Other Than Required Textbook

Talan, T. and Bloom, P.. Program Administration Scale, 2 ed. any: Teachers College Press, 2011.

Examples of Required Writing Assignments

Written summary based on use of one of the evaluation instruments recommended in the course and concrete suggestions for improving the program in all areas of deficiency.

Examples of Outside Assignments

Student will interview a current director or supervisor and develop a list of critical issues in supervision of early childhood education professionals. The list will be discussed by class members to generate potential solutions to the problems/issues the supervisor raised.

Instruction Type(s)

Lecture, Online Education Lecture