

CHAMINADE UNIVERSITY OF HONOLULU

Honolulu, Hawaii 96816

Fall Term 2003

Objectives

Students will:

Course: ED 449/Maui: LEADERSHIP AND GUIDANCE

Instructor: Marie Rieck

E-mail: alohariesck@aol.com

(808) 966-4436 (home-eves)

(808) 965-9994 (work-1:30- 3:30pm *only*)

Fax: 965-7010 (work-weekdays only)

Date/Time/Place: Friday, October 10th 5:30 pm to 8:30 pm

Saturday, October 11th 8:30 am to 3:30 pm

Hale O Keiki Montessori/Kihei

Competencies

At the end of the course

Friday, October 24th 5:30 am to 8:30 pm

Saturday, October 25th 8:30 am to 3:30 pm

Punana Leo/Wailuku

Friday, November 7th 5:30 pm to 8:30 pm

Saturday, November 8th 8:30 am to 3:30 pm

Punana Leo/Wailuku

Friday, December 5th 5:30 pm to 8:30 pm

Saturday, December 6th 8:30 pm to 3:30 pm

Punana Leo/Wailuku

Punana Leo/Wailuku

Methods of Instruction

Lecture

Group Discussions

Assignments

Readings

COURSE SYLLABUS

Textbooks

On Becoming A School Leader - Combs, Miser & Whitaker

Positive Discipline for Preschoolers – Nelsen, Erwin & Duffy

Goal

Attendance Requirements

The goal of this course is to understand the role of *leadership and guidance* in the early childhood setting and its impact on communication, instructional methods and curriculum.

The course will emphasize discovering and developing one's own leadership style; and incorporating a person-centered perspective with children, parents and co-workers, and at the administration level. Professional growth, commitment, and promoting effective parent partnerships will also be included.

Objectives

Students will:

- Understand current leadership roles in the field of early childhood education in the context of the classroom, school and community
- Discover one's own leadership style and implement a person-centered approach
- Learn positive approaches in guiding children's behaviors
- Develop effective parent communication that will encourage positive partnerships
- Create a personal Professional Portfolio
- Become aware of, and utilize various ECE resources locally and nationally
- Develop a resource file for starting an early childhood program

Competencies

At the end of the course, students shall be able to:

- Describe the role of leadership in the classroom, school and at the administrative level
- Incorporate the *person-centered* model of leadership in one's own school setting
- Promote effective parent partnerships through positive communication
- Understand the importance of utilizing positive guidance techniques when working with young children
- Utilize one's own personal Professional Portfolio when applying for a job
- Access their own *resource file* of information to start up an ECE program

Methods of Instruction

- Lecture
- Group Discussions
- Writing Assignments
- Readings
- Videos
- Field Assignment

Attendance Requirements

This class will be in session for a total of 40 hours. Students must attend 90% of scheduled class time, which allows a maximum *four-hour absence* without affecting one's grade. Students are responsible for all material and assignments covered during any absence. If possible, please notify the instructor of any anticipated absences. Additional work may be required.

Rubric for Assessments

Instructor: Marie Rieck

Criteria to obtain full points:

Course Overview

- Perfect attendance and on time for all class sessions
- Participation in all class discussions and activities
- Writing Assignments
 - Due at the beginning of each class, organized, type written, double-spaced, correct grammar, punctuation and spelling
 - (Reflections must be neatly written, analytical and concise)*
- Personal Professional Portfolio
 - Organized with easily discernible sections
 - Personal resume included
- Resource File
 - Organized with easily discernible sections
 - Includes all writing assignments, class notes, hand-outs, etc.
 - Samples for each section where applicable

Evaluation/Grading

Attendance	20 Points
Class Participation	10 Points
Writing Activities	15 Points
Resource File	20 Points
Personal Portfolio	20 Points
Final Exam	15 Points
Total.....	100 Points

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

- ✓ In-class Writing Assignment - Reflection #2
- ✓ Reading Assignment by Nov. 7th - *Positive Discipline For Preschoolers*
- ✓ Field Assignment by Nov. 7th - *Personal Professional Portfolio & Resume*

Ed. 449 - LEADERSHIP AND GUIDANCE

Instructor: Marie Rieck

Course Overview

October 10 & 11 Introduction

- Orientation and Overview
- Course Syllabus
- Assignments
- Course Overview
- Leadership Self-Survey

Leadership in the Classroom/The Early Childhood Professional

- Video – *Treasure Hunt* by Bill Cosby
- The Role of Leadership
- Discovering your own Leadership Style
- Organizational Skills
- Time Management
- Delegating
- Professionalism (& NAEYC Professional Code of Ethics)

- ✓ In-class Writing Assignment - Reflection #1
- ✓ Reading Assignment by Oct. 24th - *On Becoming A School Leader*

October 24 & 25 Leadership in the Classroom/Working Together

- Team Teaching
- Communication
- Values
- Staff Development
- Group Discussion

Leadership in the Classroom/ Working with Parents

- Stress Management
- Parent Education
- Effective Communication with Parents
- Soliciting Parent Volunteers
- Parent-Teacher Conferences
- Sharing Assessment Samples
- Writing a Resume

- ✓ In-class Writing Assignment - Reflection #2
- ✓ Reading Assignment by Nov. 7th - *Positive Discipline For Preschoolers.*
- ✓ Field Assignment by Nov. 7th - *Personal Professional Portfolio & Resume*

November 7 & 8 Leadership in the Classroom/ Classroom Management

- Guiding Children's Behaviors – Positive techniques
- Working with Challenging Children
- Guest Speaker (tentative)
- Share Professional Portfolios

Leadership in the School

- Designing a School
- Accreditation/Affiliations
- Working with School Boards
- Teacher Applications/Contracts/Job Descriptions
- School Brochures/Web Sites
- Planning: Curriculum, Goals, Scheduling
- Parent/Staff Handbooks

- ✓ In-class Writing Assignment - Reflection #3
- ✓ Reading Assignment by Dec. 5th - *On Becoming A School Leader*
- ✓ Field Assignment - Leadership and Guidance Resource File by Dec. 5th

December 5 & 6 Leadership in the School

- Opening A School
- DHS Rules and Regulations
- Budgeting
- Legalities: Insurance, Tax Status, Workmen's Compensation, Professional Liability
- Employee Benefits
- *Share Leadership & Guidance Resource Files*

Celebration of Learning

- Class Wrap-Up Session
- *Final Exam*
- Course Evaluation