



PROFESSIONAL  
CERTIFICATE

# ADVANCED TEACHING AND ADMINISTRATION IN ECC SETTINGS

*FORGE AHEAD IN  
YOUR CAREER*

**Advance your career by learning empirically-based strategies that provide quality education and reflective care to young children and their families.**

- Discover useful methods for involving parents in the education of young children
- Understand the roles and responsibilities of the site administrator in private and public care programs
- Learn health, nutrition, and safety components of early care and education

**Advance your career. Enroll now.**

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## PROFESSIONAL CERTIFICATE IN

# ADVANCED TEACHING AND ADMINISTRATION IN EARLY CHILD CARE SETTINGS

## HYBRID PROGRAM

“Being a student in UCR Extension’s Early Care, Education and Development Program opened so many doors that allowed me to better myself and advance my education. Earning the certificate inspired me to continue on and I have now received my Bachelor of Science degree in Child Development.”

—Elena Del Pilar Flores



Extension

Professional Studies

## FORGE AHEAD IN YOUR CAREER.

The Professional Program in Advanced Teaching and Administration in Early Child Care Settings is designed to provide administrators with the skills to manage all facets of early care and education programs, and to adopt strategies that facilitate change. Effective administrators of early care and education facilities are well-versed in the field, with considerable experience working as child care providers. They have strong leadership qualities to work effectively with staff, parents and the surrounding community, and they constantly strive toward building successful programs with resilient and knowledgeable staff.

Newly revised and developed in accordance with California and federal child care regulations, this program is geared toward individuals interested in the administrative and supervisory side of early care and education programs. Courses in this program provide comprehensive approaches to managing and administering early care and education programs, by building on the knowledge gained through teaching in early child care programs. Individuals will expand their skillset with an in-depth look into the role of administrators in both private and public programs, leadership styles, recruitment, development of staff, and financial management.

Advance your career by learning empirically-based strategies that provide quality education and reflective care to young children and their families. Success in education is a result of combined effort from teachers, students and parents in the community, particularly during the early developmental years. Benefit from experienced instructors and veteran site administrators as you master the critical skills needed to become a successful master teacher, site supervisor or director.

### WHAT YOU’LL LEARN

- Health, nutrition and safety components of early care and education
- Methods for involving parents in the education of young children
- Roles and responsibilities of the site administrator in both private and public care programs
- Approaches to supervising student teachers, assistant teachers, parents and volunteers in early care and education environments

### WHO CAN BENEFIT

Individuals who have already completed the Professional Program in Teaching in Early Child Care Settings (or equivalent) and plan to become an early care administrator, apply for a Teacher, Master Teacher, Site Supervisor or Director Child Development Permit, and/or pursue a B.A. degree or higher in Child Development.

### PREREQUISITES

Students must complete the requirements of the Professional Program in Teaching in Early Child Care Settings, or equivalent coursework, with a grade of C or better.

### ADMISSION

The Professional Program in Advanced Teaching and Administration in Early Child Care Settings is open to anyone who is interested in becoming an early care administrator, and has already completed the Professional Program in Teaching in Early Child Care Settings or equivalent. Individuals not pursuing a certificate may enroll in any course with department and instructor approval, and if all prerequisites have been met.

### HOW TO EARN THIS CERTIFICATE

Individuals must complete a total of 24-26 quarter units, with a grade of C or better.

### REQUIRED COURSES

SEMINAR IN ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION CENTERS, PART A  
4.5 UNITS EDUC X88.A

SEMINAR IN ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION CENTERS, PART B  
4.5 UNITS EDUC X88.B

SUPERVISING ADULTS WITHIN EARLY CHILDHOOD EDUCATIONAL SETTINGS 3 UNITS EDUC X85

HEALTH, NUTRITION AND SAFETY IN EARLY CHILDHOOD 4.5 UNITS EDUC X87.01

OBSERVATION AND ASSESSMENT OF CHILDREN’S BEHAVIOR  
4.5 UNITS EDUC X83.01

### ELECTIVE COURSES

ADVANCED CHILD GROWTH AND DEVELOPMENT  
3 UNITS EDUC X82.31

SUPERVISED FIELD EXPERIENCE IN EARLY CHILDHOOD STUDIES 5 UNITS EDUC X88.65

- This program can typically be completed within one to two years.

### PROGRAM INFORMATION

Prices, requirements and courses are subject to change.

For the most up-to-date information:

Phone: (951) 827-4105

Email: [credentials@ucx.ucr.edu@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu@ucx.ucr.edu)

Website: [www.extension.ucr.edu](http://www.extension.ucr.edu)