

## Continuous Quality Improvement in PA Building Administrative Competencies and Leaders (K8)

The purpose of this form is to provide information about initiatives that could support programs in addressing CQI after needs are identified through examination of relevant sources of evidence.

<b>Title of activity/initiative:</b>	<b>Program Administration Scale (PAS) to assess program administrative competencies</b>
<b>Purpose, goal and expected outcomes of the initiative. How is this activity important to program quality?</b>	Research demonstrates that overall administrative practices in ECE programs are critical components of ensuring high quality outcomes for children. This project will measure ECE facility based leadership and management policies and implementation of those policies, and provide data for developing strategies to improve on-site administrative practices.
<b>Description of initiative and any component parts (Technical assistance available, professional development, program assessment inventories, etc.)</b>	<p>Site leadership including the center director, lead teachers and others in administrative roles participates in PAS PD.</p> <p>Once trained on the appropriate use of the tool, site leadership conducts a PAS self-assessment, including review of current documents, policies and how staff is implementing policies and procedures. Using data from the assessment, site leadership will share outcomes with staff, families and governing board representatives. Group will come to consensus on three improvement goals for the facility.</p> <p>Study existing research and resources related to identified improvement goals. Determine technical assistance needs and what resources are needed to support goal achievement.</p> <p>Participate in PD sessions targeted to meeting improvement goals. Develop presentations for staff meetings related to findings. With support from regional partners, conduct visits to other programs with identified best practices in place.</p> <p>Determine additional human and financial resources need to meet goals. Use annual merit award to purchase services and products.</p> <p>Create and implement strategies, tasks and time lines for each goal. Conduct PAS post assessments in six months following full implementation of all goals.</p>
<b>Program eligibility criteria or recommended programs for initiative</b>	<p>Age Group Serving: <input type="checkbox"/> Infant/Toddler <input type="checkbox"/> Pre-K <input type="checkbox"/> SACC <input checked="" type="checkbox"/> All</p> <p>Program Type: <input checked="" type="checkbox"/> All  <input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> PA Pre-K Counts  <input type="checkbox"/> Early Intervention Providers <input type="checkbox"/> School District  <input type="checkbox"/> PCHP <input type="checkbox"/> NFP <input checked="" type="checkbox"/> Keystone Babies</p> <p>Child Care: <input type="checkbox"/> All  <input type="checkbox"/> STAR 1 <input type="checkbox"/> STAR 2 <input checked="" type="checkbox"/> STAR 3 <input checked="" type="checkbox"/> STAR 4  <input checked="" type="checkbox"/> Center <input type="checkbox"/> Group <input type="checkbox"/> Family            Other:</p>
<b>Website(s) for initiative</b>	<a href="http://cecl.nl.edu/evaluation/pas.htm">http://cecl.nl.edu/evaluation/pas.htm</a> <a href="http://www.childcareexchange.com/catalog/product_info.php?products_id=4">http://www.childcareexchange.com/catalog/product_info.php?products_id=4</a>

	<a href="http://63.147.233.67/ShowPage.asp?id=45&amp;m=17&amp;s=48">000508</a> <a href="http://63.147.233.67/ShowPage.asp?id=45&amp;m=17&amp;s=48">http://63.147.233.67/ShowPage.asp?id=45&amp;m=17&amp;s=48</a>
<b>Identify focus areas the initiative addresses</b>	<input checked="" type="checkbox"/> Administrative Competencies <input type="checkbox"/> Best Practice in Teaching and Learning <input type="checkbox"/> Cultural Competence and Supporting Diversity <input type="checkbox"/> Engaging Families <input type="checkbox"/> Healthy Children/Families/Practitioners <input type="checkbox"/> Social Emotional Competence and Challenging Behavior <input type="checkbox"/> Other (list): _____ Notes:
<b>Other initiatives, resources, organizations or professional development that support or enhance the initiative</b>	Regional key technical assistance business consultants Local Chamber of Commerce resources Director's Credential PA CBK/PDR Knowledge area 8
<b>Audiences for direct participation in the initiative, list all that apply</b>	<input checked="" type="checkbox"/> Directors <input checked="" type="checkbox"/> Management/Leadership Teams <input type="checkbox"/> Teachers <input type="checkbox"/> Assistant Teachers <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Board Members <input type="checkbox"/> Community Stakeholders <input type="checkbox"/> Children Is a component of the initiative that information be brought back to the program and intentionally shared with other s? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not necessarily Notes:
<b>Research or national context to support the initiative</b>	Whitebrook, Howe, Phillips (1990) Cost, Quality and Outcomes Study ( 1995) Kagan and Bowman, (1997) Phillips, Mekos, Scarr, McCartney, Abbot-Shimm, (2000)
<b>Keystone STARS or Program Standards addressed and CBK Topic Codes (if applicable)</b>	STARS three and four: Community Resources and family Involvement, Transition, Business Practices, Staff Communication and Support, Employee Compensation
<b>Additional information or materials</b>	<i>Handbook for Early Childhood Administrators: Directing with A Mission</i> <i>The Visionary Director: A Handbook for Dreaming, Organizing, and Improvising in Your Center</i> , Carter and Curtis
<b>Contact person for questions about this Initiative</b>	Ann Gula PA Key <a href="mailto:anngul@berksiu.org">anngul@berksiu.org</a>