

Empowering Staff to Lead from Within in Early Childhood Settings – No Director Is An Island



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“Dr. Bisa”

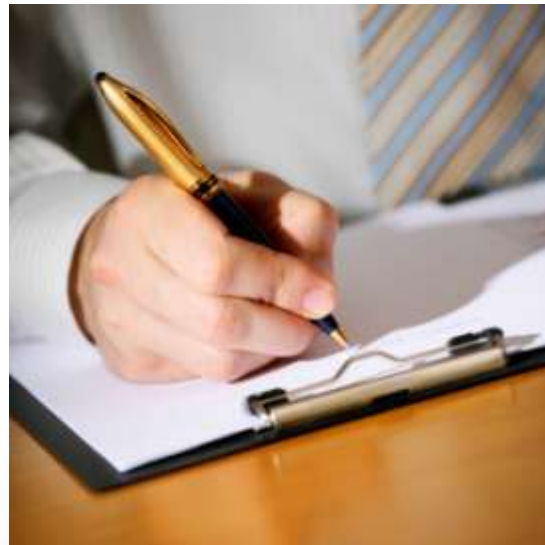
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**Please grab pen and paper
for our session activities!!!**

This webinar is a WORKshop!





Looks Who's Here!!!

Welcome to you all!

A Little About Me



- **Family**

- **Proud Parent** of two sons in public middle & high schools

- **Education**

- **Doctoral Degree**, Adult Education, University of Georgia
- **Master of Education**, Adult Education, University of Georgia
- **Master of Education**, Early Childhood Education (ECE), Albany State University
- **Bachelor of Science**, ECE, Albany State University

- **Work in the ECE Profession**

- Elementary **Teacher, Paraprofessional, Dean** of ECE, university **faculty, Director** of 4 CDCs, ECE **Consultant**, CDA & ECE **Trainer, Adult education/professional development specialist...**
- **Published author** of national ECE curriculum, children's books, college textbooks, journal & magazine articles, blah, blah, blah...

Purpose

Explore innovative approaches for empowering early childhood program staff through shared governance



Session Objectives

1. Assess current administrative operations and needs in *your* early childhood program.
2. Discover mentoring strategies for new and inexperienced staff.
3. Examine methods for proactively cultivating inclusive leadership among parents and staff in early childhood programs.

Task Assessment

What keeps me busiest?

Strategies I've Tried



Staff Team Ideas

1. Leadership Committee – All lead teachers

- Coordinate program events & lesson plan ideas (themes, concepts...)
- Leader chosen bi-annually – meets w/ director to share details following each meeting, then shares info from director w/ committee

2. Benevolence Committee

- Collect \$25 per staff member each year (Benevolence Fund)
- Coordinate gifts, cards & flowers for significant occasions & recognition

3. Health & Safety Committee

- Check equipment & First Aid kits weekly – report needed refills & repairs
- Coordinate & facilitate monthly fire drills
- Check playground equipment, surfacing (mulch), soil, shrubs & trees weekly – report necessary repairs & interventions

4. Technology Committee

- Coordinates newsletters, blogs, social media posts, tweets...

Each committee has a leader!

Team Power Poll Pause

What staff teams have you implemented?



“Shared Governance”

What it means?

- The various program stakeholders (parents, staff) participate in well-defined parts of processes.
- Program staff and parents may be engaged in the decision-making process.
- Staff and parents are allowed to offer recommendations for program improvement.
- Program staff and parents implement certain aspects of program goals and activities.

What it does NOT mean?

- Administrators totally relinquish control of the program—in whole or part.
- One person arbitrarily makes important decisions absent the advice of key constituents.
- Decision-making is a function of a group vote.
- Program staff and parents are in charge of certain aspects of the program.

Team Planning: Moving Forward

My Teams

- What teams will you organize?

Team Functions

- What will be the function of each team?



Poll Pause: Supporting New & Inexperienced Staff

How many of you have an in-house staff mentoring program?



Mentoring

New Staff

- What mentoring strategies can I implement to support new staff?
 - *Ex: Immediately assign a mentor upon hire.*
 - *Ex: Allow time for classroom observation and peer consultation.*

Inexperienced Staff

- What mentoring strategies can I implement to support inexperienced staff and those experiencing challenges?
 - *Ex: Designate a Curriculum Coordinator (your top curriculum planner).*



Cultivating Leadership through In-house Mentoring

Do You Want to be a Mentor?

Mentoring Guide

by

Free Management Library

Sharing Leadership to Support New & Inexperienced Staff

- Assign a **mentor** upon hire.
- Provide **classroom support** - “Curriculum Coordinator” ...
- Provide **professional development days**
 - **January** - after New Year Break and **July** - before first day of new school year (Leadership Team can locate or schedule training)
- Allow for **daily planning time** in staff schedules.
- Require staff members to secure a **FREE work email** address and check at least 3 days per week.
- Recognize staff **accomplishments** & those who go above & beyond – “Educarer of the Month” ...

Parental Support Poll Pause

Please answer both questions at once.

- How many of you already have some type of parent support group or committee in your early childhood program?
- What do you call it?



Cultivating Parental Support

- **Start a parent support team!**
- **Avoid using the term “Board”!**
- **Sample language:**

Parent Advisory Council

The purpose of the **Parent Advisory Council (PAC)** is to plan ways to assist the program in implementing family involvement activities.

Staff Meeting Poll Pause

Please answer both questions at once.

- Which day and time have you discovered to be best for *your* staff meetings?
- Do you meet with all staff or key staff?



Staff Meeting Recommendations

- **Be consistent!**

- **Schedule meetings regularly**

- Ex: Last Thursdays/mth @ 3:30 PM

- **Be productive!**

- **Always have a focused agenda.**

- **Follow the agenda!**

Sample Staff Meeting Agenda

- I. Riddle Me This or Care & Share
- II. Program Updates
- III. Committee Reports
- IV. Upcoming Events
- V. Professional Development Opportunities
- VI. Concerns & Other Discussion
- VII. Quote of the Day
- VIII. Adjournment



*****Start positive and end positive!*****

Encouraging Accountability

- **Classroom Progress Reports**
 - Programs seeking quality improvement or accreditation should include on agenda.
 - Focus on one standard/principle/content area per month.
 - Ex: Health & Safety, Curriculum, Assessment, Teaching, Relationships, Families...



Do your part!

- Empower your staff to lead *from within* whether you are in the building or not.
- Provide necessary SUPPORT to aid staff in learning and completing job responsibilities.
 - Staff Handbook
 - Details of job description
 - Access to professional development
 - [Curriculum provisions](#) and manuals
 - Instructional equipment and resources
 - Opportunities to ask questions or seek clarification

A Quote to Remember

"Change is hard because people overestimate the value of what they have—and underestimate the value of what they may gain by giving that up."

— James Belasco and Ralph Stayer
Flight of the Buffalo (1994)

In other words:

Let go and let staff grow!

*Isn't it time to watch your
program blossom?*

Just Checking



Did you...

- ✓ Assess current administrative operations and needs in *your* early childhood program?
- ✓ Discover mentoring strategies for new and inexperienced staff?
- ✓ Examine methods for proactively cultivating inclusive leadership among parents and staff in early childhood programs?



Reflections Poll Pause

What are your **BIG IDEAS** from
“Empowering Staff to Lead from
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Questions?



The dumbest question in the room is the one that no one asks!



Let's connect online!

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