

Credential AREA: Family Childcare Credential (Level 5)
TOPIC: Leadership/ Advocacy & Business Stackable Multi-Domain Assessment Example
Leadership/ Advocacy & Business Planning

I. Assessment Competency & Standard Alignment

Gateways Competencies Assessed
LA6: Provides leadership and guidance by demonstrating dispositions reflective of the needs of others, and displays mature family child care skills for leadership.
BUS6: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation in written goals and business practices.
BUS7: Uses research-based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement.

The following assessments measure competencies for both the Leadership and Advocacy and Business content areas, as indicated below. The assessments address competencies at level 5.

Part 1: Strategic Plan (BUS 6-7)

For this part, you will develop a measurable, strategic plan for your proposed or existing center/school which considers mission and vision, profitability, needs assessment and competition, employee recruitment and retention, and future growth. Research should be reviewed, needs assessed and data collected on each of the above to inform your development of strategic goals and measurable objectives in each area.

Technology Option:
 - Website options
 - Collaboration options

The following questions may serve you in choosing a strategic planning format/process and in the development of your strategic goals:

- What is the identified need/ target market for your family child care home?

- Shifting community growth?
- Types and numbers of current providers?
- Changing community employers?
- How can your vision/ mission meet this need?
 - What strengths/ resources do you bring to meet this need?
 - What are your identifiable barriers or hindrances to meeting this need?
- What are your specific goals regarding expanse of service, profitability, and growth to meet the identified needs?
- How will you market your family child care operation?
- For each specific goal, articulate your measurable objectives in reaching this goal, your strategic plan should also provide:
 - Specific tasks to be accomplished in meeting each objective
 - A timeline for each objective
 - Human resources needed
 - Projected costs,
 - What evidence will be used to determine if the objective is met
- What will be your specific, systematic plan for involving all constituent groups (i.e. parents, community leaders and employers)
 - How will you annually evaluate progress toward goals, revise and update goals and meet shifting needs and evaluate the cost effectiveness and cost/benefit analysis of your marketing plan?

Technology Option:
 - 4 steps to a strategic plan

Part 2 Policy Manual (LA6)

For this assessment you will **create** (or if you are a current provider, and have an existing manual you will revise it) a new manual for your current or dream family care home. Make sure that it reflects the policies and procedures that a family child care home must follow in Illinois. Use the following information to guide the development of your manual: Licensing Standards for Day Care Centers and include policies and procedures for

- https://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules_406.pdf
 - Admission and Discharge of Children
 - Application Procedures
 - Health, Safety & Wellness
 - Behavior and Discipline
 - Activities, Curriculum & Instruction

- Nutrition
- Transportation
- Fiscal Policies and Procedures (tuition, fees, etc.)
- Technology Policies and Procedures (appropriate and ethical use)
- Night Care (if applicable)

II. Assessment Rubric

FCC Leadership and Advocacy and Business Custom Rubric					
Competency	Distinguished	Competent	Developing	Unsatisfactory	Unable to Assess
LA6: Provides leadership and guidance by demonstrating dispositions reflective of the needs of others, and displays mature family child care skills for leadership	Promotes dispositions reflective of collaboration, partnership, and empathy. Advocates mature family child care leadership skills	Demonstrates and models dispositions reflective of the needs of others, and displaying mature family child care leadership skills	Demonstrates some dispositions reflective of the needs of others	Demonstrates dispositions that ignore or minimize the needs of others and/or displays immature family child care leadership skills	
Competency	Distinguished	Competent	Developing	Unsatisfactory	Unable to Assess
BUS6: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and	Expands and deepens professional knowledge to implement and evaluate model program administration, organizational planning, human resource management,	Uses professional knowledge to implement program administration, organizational planning, human resource management, program operation and facilities management in business practices.	Implements program administration, organizational planning, human resource management, program operation and facilities management practices that are	Implements ineffective program administration, organizational planning, human resource management, program operation and facilities management practices with no basis in knowledge of best	

facilities management, and professional evaluation in written goals and business practices.	program operation and facilities management, and professional evaluation practices in written goals and business practices.		inconsistently based in knowledge of best practice	practice.	
Competency	Distinguished	Competent	Developing	Unsatisfactory	Unable to Assess
BUS 7: Uses research based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement.	Employs research-based and ethical standards in modeling and advocating technology use and security for family child care program management, professional development, and quality improvement.	Employs ethical standards in choosing and facilitating technology use and security for family child care program management	Attempts to utilize ethical standards in choosing and facilitating technology use and security for family child care program management	Employs unethical practices and choices in technology use and security for family child care program management	

Blue = Level 5

IV. Data Collection & Analysis Tool

Competency & Standards Alignment Competency	Cumulative Assessment Data				
	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable To Assess
LA6: Provides leadership and guidance by demonstrating dispositions reflective of the needs of others, and displays mature family child care skills for leadership.					
BUS6: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation in written goals and business practices.					

BUS7: Uses research-based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement.					
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