

True / False

1. An effective director will know about either early childhood education or business practices.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-6 - Discuss the role of curriculum leader, and identify the issues that must be considered in planning and implementing program curriculum.

NATIONAL STANDARDS: United States - NAEYC Standard 10

2. Children on the waiting list of a center are not the responsibility of the director.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 2

3. The NAEYC Code of Ethical Conduct and the Statement of Commitment helps educators deal with ethical dilemmas and issues.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-2 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Administrators.

NATIONAL STANDARDS: United States - NAEYC Standard Professional Prep - NAEYC Standard Professional Preparation Standard 2

4. Effective directors possess both leadership and management skills.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.
SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 10

5. Effective directors are committed to the belief that parent satisfaction is their only responsibility.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 1

6. If several center directors compared job responsibilities, they would discover many differences in their work tasks and duties.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard Administrator C - NAEYC Standard Administrator Competencies 1, 5, and 10

7. Successful directors look to the staff for ideas, initiative, and implementation of their centers' programs.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 1

8. The laissez-faire managerial style is most effective when a majority of the staff is inexperienced.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard Administrative Co - NAEYC Standard Administrative Competencies 6

9. Due to the conflicting roles many directors must assume, effective directors find others to promote the center out in the community.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 1

10. Most communities want directors who are active participants in their affairs and events.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard 1

11. Effective directors routinely put in 60 and 70 hour weeks to ensure their centers are operating smoothly.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

12. If a director or staff member follows the steps of conflict resolution, a solution will always present itself.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 10

13. Generally, board members make policy and the job of the director is to create procedures for implementing those policies.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 1 and 10

14. According to the text, development of a “time line” falls under the category of Analyzing Use of Time.

- a. True
- b. False

ANSWER: True

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

15. Most new directors have specialized training and are well prepared for their administrative roles.

- a. True
- b. False

ANSWER: False

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard Administrator Com - NAEYC Standard Administrator Competencies 6, 7, 8, 9, 10

Multiple Choice

16. A staff-oriented director ____.
- a. avoids going into classrooms since teachers are in charge there
 - b. visits each classroom briefly each day
 - c. visits the classroom when there is nothing else to do
 - d. goes to a classroom only when there is a crisis

ANSWER: b

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 1 and 10

17. A staff-oriented director ____.
- a. understands that events in staff members' personal lives are of no concern at the center
 - b. never mentions anything about her own family
 - c. remembers and relates to events and incidents that are important to staff
 - d. really doesn't have time to talk to staff

ANSWER: c

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 1, 10

18. Directors ____.
- a. may be teachers also
 - b. should not be teachers
 - c. never have responsibility for more than one center
 - d. are only responsible to the board of directors or the corporate system

ANSWER: a

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

19. A director may be ____.
- a. the owner of the center
 - b. responsible to a public school principal
 - c. responsible to a corporate system
 - d. all of these answers

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

20. The director's role requires knowledge and skills in ____.
- a. early childhood education and child development
 - b. business practices
 - c. elementary teaching
 - d. both A and B

ANSWER: d

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

21. The curriculum leader is ____.

- a. each teacher
- b. whichever teacher has most knowledge about curriculum
- c. whichever teacher has most interest in curriculum
- d. the director

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

22. Academic standards for preschooler's ____.

- a. should be addressed throughout the year in each preschool classroom
- b. should be ignored because the children are too young for academic standards
- c. should be a primary focus at least once a week
- d. should be used only if children are having trouble learning and achieving

ANSWER: a

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

23. A commercially written curriculum that provides a plan and activities for each day of the year ____.

- a. Ensures that children will learn all the necessary skills, even those that the individual center may neglect.
- b. should be purchased because they save teachers a great deal of work
- c. should not be purchased because they have not been designed and written to meet children's individual needs and cultural backgrounds
- d. should not be purchased because they have not been approved by the government

ANSWER: c

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-6 - Discuss the role of curriculum leader, and identify the issues that must be considered in planning and implementing program curriculum.

NATIONAL STANDARDS: United States - NAEYC Standard 10

24. When an appropriate curriculum is in place ____.

- a. academic goals are not addressed
- b. children are on task although they may not be actively involved
- c. children are actively engaged in learning through play and meaningful experiences
- d. all children are guaranteed to learn the same thing at the same time

ANSWER: c

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-6 - Discuss the role of curriculum leader, and identify the issues that must be considered in planning and implementing program curriculum.

NATIONAL STANDARDS: United States - NAEYC Standard 10

25. Directors must assume responsibility for ____.

- a. ensuring that staff are properly prepared to develop lesson plans for their own classroom
- b. writing curriculum for each classroom
- c. writing curriculum for each child
- d. underperforming students

ANSWER: a

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

26. An effective curriculum should reflect ____.

- a. the center's mission and goals
- b. children's cultural and family backgrounds
- c. NAEYC's best practices and be research based
- d. all of these answers

ANSWER: d

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-6 - Discuss the role of curriculum leader, and identify the issues that must be considered in planning and implementing program curriculum.

NATIONAL STANDARDS: United States - NAEYC Standard: 10

27. The main difference between a teacher and a director when it comes to being a child advocate lies in

- a. their devotion to the children they work with
- b. their dedication to improving the lives of the children they work with
- c. the compensation they receive for being a child advocate
- d. The ability of the director to have an impact on a broader scale, such as out in the community.

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard: 10, 1

28. A center's policies and procedures manual should contain ____.

- a. a strategic plan for the next three years
- b. a general overview of the children's guidance and discipline policies
- c. information about the program's operations, such as the enrollment process, materials acquisition procedures, center's by-laws, job descriptions, philosophy, and funding
- d. a detailed list of every possible situation that may occur at the center

ANSWER: c

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

29. A policy is ____.
- a. a series of steps to be followed to implement procedures
 - b. a document that spells out the rights of children and staff members
 - c. a course of action that guides future decisions
 - d. all of the above

ANSWER: c

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

30. A procedure is ____.
- a. a series of steps to be followed to implement policy
 - b. a document that spells out how to handle children who have challenging behaviors
 - c. a course of action that guides future decisions
 - d. none of these answers

ANSWER: a

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

31. Decisions about policies and procedures are not made by ____.
- a. the director and/or board of directors
 - b. the center's parents and/or community members
 - c. the school corporation
 - d. the corporate managing team

ANSWER: b

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

32. Directors must assume responsibility for ____.
- a. all currently enrolled and prospective children as well as their families
 - b. all teaching and ancillary staff members
 - c. center's board, funders, licensing agencies, and community support organizations
 - d. All of the above

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

33. When directors manage conflict between two staff members, they should not ____.
- a. bring both staff members together to state both sides of the problem
 - b. find out exactly who caused the problem and write up a reprimand
 - c. generate solutions and implement the planned solutions
 - d. follow-up to see if the agreed-upon solution is working

ANSWER: b

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 10

34. Successful director's ____.

- a. demonstrate caring and concern for others
- b. ensure that their own needs are met
- c. find a balance between their personal and professional lives
- d. all of the above

ANSWER: d

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

35. Directors can improve their time management skills by ____.

- a. attending a time-management course or seminar
- b. analyzing how they spend their time and make changes if necessary
- c. allocating specific times for tasks that must be done and establish a policy that they are not to be disturbed during that time
- d. all of the above

ANSWER: d

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

36. Taking advantage of current technology is ____.

- a. costly and, therefore, should not be used by directors
- b. a major time saver for many common tasks of directors
- c. only useful for organizing center records, finances, mandated reporting, and program operations
- d. a major time saver for handling many common tasks such as records, finances, program operations

ANSWER: d

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 10

37. When choosing a computer software program, a director should do all of the following EXCEPT

- a. only look for the least expensive software packages
- b. research several software programs to find out which best meets the center's needs
- c. arrange for a product demonstration
- d. check out professional journals for reviews of potential software programs

ANSWER: a

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-8 - Describe tools that enable the director to blend program management and people leadership.

NATIONAL STANDARDS: United States - NAEYC Standard 10

38. According to NAEYC and NAECS/SDE, which is most important?

- a. Helping children with their cognitive, emotional, social, and physical skills through the use of a developmentally appropriate curriculum
- b. Encouraging children to learn through active involvement in a responsive environment
- c. Developing stringent academic standards, teaching to these standards, and making certain all children meet these standards
- d. Both A and B are correct

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-2 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Administrators.

NATIONAL STANDARDS: United States - NAEYC Standard 6

39. Mr. Franks, a director of a local childcare center, is trying to improve his time management skills. If he asks his secretary to screen out the “junk” mail before he reads it, which Time-Use skill is he demonstrating?

- a. analyzing use of time
- b. grouping and assigning task
- c. planning a time line
- d. Both A and C are correct.

ANSWER: b

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard 10

40. A director who has good ____ skills is able to communicate, motivate, and get along well with others.

- a. interpersonal
- b. intrapersonal
- c. listening
- d. cognitive

ANSWER: a

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standard 10

41. When writing the center’s policies and procedures manual, the director should ____.

- a. write very detailed policies about every potential situation or issue
- b. wait until a problem occurs before a policy is written in the manual
- c. write policies that are clear and uniform
- d. copy another center’s manual

ANSWER: c

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

42. The first step to conflict resolution is ____.

- a. finding out who was in the wrong
- b. implementing the solution
- c. implementing the solution
- d. selecting the solution

ANSWER: c

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard 10

43. When directors delegate jobs to other staff members, they are indicating that ____.

- a. they are afraid that they cannot do the task
- b. they do not want to work so hard when other staff have much less to do
- c. they cannot handle the pressure of all the required administrative paperwork
- d. they are effectively managing their own time and expanding the professional role of other staff members

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-7 - Discuss the knowledge and skills that program administrators must possess to be successful leaders.

NATIONAL STANDARDS: United States - NAEYC Standards 1 and 10

44. Time lines, in general help ensure that

- a. all staff members do their share
- b. the most rewarding duties are taken care of first
- c. the director can delegate unpleasant duties to the staff
- d. all duties, even the less pleasant ones are performed on a regular basis.

ANSWER: d

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard Administrator C - NAEYC Standard Administrator Competencies 1, 5, and 10

45. Prior to becoming directors, most people were working as ____.

- a. store clerks
- b. elementary school teachers
- c. center teachers
- d. business managers

ANSWER: c

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-6 - Discuss the role of curriculum leader, and identify the issues that must be considered in planning and implementing program curriculum.

NATIONAL STANDARDS: United States - NAEYC Professional Standard 6 - Becoming a Professional

Subjective Short Answer

46. List four tasks that are necessary for directors to do in order to ensure efficient and effective center and program maintenance.

ANSWER: Planning, working with board, financial management, maintaining plant and materials, working with staff skills and professional development, leading curriculum decisions, and developing personal professionalism

DIFFICULTY: Easy

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10

47. Identify at two ways that directors can enhance their effectiveness in working with others.

ANSWER: Developing an understanding of their own interpersonal styles, studying various approaches to management, analyzing their managerial styles, determining their own strengths and weaknesses

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC Standard 1

48. Identify your administrative style and name two reasons why you believe this style to be most effective in leading your staff.

ANSWER: (Choose from laissez-faire, manager, visionary; reasons for effectiveness could be children's accomplishments, low turnover, and staff satisfaction)

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-4 - Compare and contrast administrative styles and roles.

NATIONAL STANDARDS: United States - NAEYC 10

49. Explain why it is important for child care centers to operate as a system.

ANSWER: So the center is operated under shared beliefs, theories, and practices, which creates program continuity and the opportunity to effectively make necessary changes.

DIFFICULTY: Difficult

LEARNING OBJECTIVES: SCIA .DACP.16.1-3 - List four subsystems that are included within the early childhood program system.

NATIONAL STANDARDS: United States - NAEYC Standard 10

50. Explain why a director must be a good manager and an effective leader.

ANSWER: A manager determines what has to be done, how it is to be done, and who should do whatever the task requires, which is important to the center's success. Leaders look to the staff for ideas, initiatives, and implementation and promote the vision of the center, which is also important to the center's success.

DIFFICULTY: Moderate

LEARNING OBJECTIVES: SCIA .DACP.16.1-5 - identify the responsibilities that directors have as managers of a center.

NATIONAL STANDARDS: United States - NAEYC Standard 10