Developing and Administering an Early Childhood Education Program 10th edition Adams Test Bank

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Chapter 01: The Effective Director

1. An effective director will know about either early childhood education or business practices.
   a. True
   b. False

ANSWER:	False
POINTS:	1
DIFFICULTY:	Easy
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Remember
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2. 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
POINTS:	1
DIFFICULTY:	Easy
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-3 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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3. Effective directors possess both leadership and management skills.
   a. True
   b. False

ANSWER:	True
POINTS:	1
DIFFICULTY:	Easy
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
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4. Effective directors are committed to the belief that parent satisfaction is their only responsibility.

a. True

b. False

ANSWER:	False
POINTS:	1
DIFFICULTY:	Moderate
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-1 - Describe how the work of the Power to the Profession Task Force is transforming the field of early childhood education.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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5. If several center directors compared job responsibilities, they would discover many differences in their work tasks and duties.

a. True

b. False

ANSWER:	True
POINTS:	1
DIFFICULTY:	Easy
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
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6. Successful directors look to the staff for ideas, initiative, and implementation of their centers' programs.

a. True

b. False

ANSWER:	True
POINTS:	1
DIFFICULTY:	Moderate
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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7. The laissez-faire managerial style is most effective when many of the staff is inexperienced.

a. True

b. False

ANSWER:	False
POINTS:	1
DIFFICULTY:	Moderate
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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8. Due to the conflicting roles many directors must assume, effective directors find others to promote the program out in the community.

a. True

b. False

ANSWER:	False
POINTS:	1
DIFFICULTY:	Difficult
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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9. Most communities want directors who are active participants in their affairs and events.

a. True

b. False

ANSWER:	True
POINTS:	1
DIFFICULTY:	Difficult
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS:	United States - NAEYC - Standard 1, 10
KEYWORDS:	Understand
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10. Effective directors routinely put in 60- and 70-hour work weeks to ensure that their centers are operating smoothly.

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a. True
b. False

ANSWER: False
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
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DATE MODIFIED: 5/19/2021 5:03 AM

11. If a director or staff member follows the steps of conflict resolution, a solution will always present itself.
a. True
b. False

ANSWER: False
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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12. 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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remembering
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13. According to the text, the development of a timeline is a way of developing efficiency and avoiding procrastination.
a. True

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b. False

ANSWER: True
POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understanding
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14. Most new directors have specialized training and are well prepared for their administrative roles.
a. True
b. False

ANSWER: False
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
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15. Every system that a program director manages will be an internal system or subsystem.
a. True
b. False

ANSWER: False
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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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.

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d. goes to a classroom only when there is a crisis.

ANSWER: b
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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17. A staff-oriented director

a. understands that events in staff members' personal lives are of no concern at the program.
b. never mentions anything about their own family.
c. remembers and relates to events and incidents that are important to staff.
d. really does not have time to talk to staff.

ANSWER: c
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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18. Directors

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

ANSWER: a
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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19. A director may be
    a. the owner of the program.
    b. responsible to a public-school principal.
    c. responsible to a corporate system.
    d. All of these choices are correct.

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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20. The director's role requires knowledge and skills in which of the following areas?
    a. Child development and business practices
    b. Fundraising and social media
    c. Accounting and social work
    d. Marketing and special education

ANSWER: a
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remembering
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21. The curriculum leader is
    a. each teacher.
    b. whichever teacher has the most knowledge about curriculum.
    c. whichever teacher has the most interest in curriculum.
    d. the director.

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be

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successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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22. 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
POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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23. 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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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, 10
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24. 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

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POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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25. 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 with whom they work.
    b. their dedication to improving the lives of the children with whom they work.
    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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 7:17 AM
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26. A program'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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 9:31 AM
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27. 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 choices are correct.

ANSWER: c
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 9:33 AM
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28. 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 defines a procedure.

ANSWER: a
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
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29. Decisions about policies and procedures are NOT made by

a. the director and/or board of directors.

b. the program's parents and/or community members.

c. the school corporation.

d. the corporate managing team.

ANSWER: b
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.

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NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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30. 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 these choices are responsibilities of the director.

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 9:40 AM
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31. 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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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32. Successful directors
    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 these choices are correct.

ANSWER: d
POINTS: 1

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DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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33. Directors can improve their time management skills by
    a. attending a time management course or seminar.
    b. analyzing how they spend their time and making changes, if necessary.
    c. allocating specific times for tasks that must be done and establishing a policy that they are not to be disturbed during that time.
    d. All of these strategies can improve a director's time management skills.

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
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34. Taking advantage of current technology is
    a. costly and should not be used by directors.
    b. not useful as a time saver for many common tasks of directors.
    c. only useful for organizing center finances and mandated reporting.
    d. a major time saver for handling many common tasks such as records, finances, and program operations.

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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35. When choosing a computer software program, a director should do all of the following EXCEPT

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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
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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36. A director of a local early childhood education program is trying to improve their time management skills. If the director asks the secretary to screen out the "junk" mail, which Time-Use skill is the director demonstrating?
a. Analyzing use of time
b. Grouping and assigning tasks
c. Planning a timeline
d. Analyzing use of time and grouping and assigning tasks

ANSWER: b
POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Apply
DATE CREATED: 5/19/2021 9:48 AM
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37. When writing the program'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 program's manual.

ANSWER: c
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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38. The first step to conflict resolution is
    a. bringing together the individuals involved in the conflict.
    b. brainstorming solutions.
    c. implementing the solution.
    d. selecting the solution.

ANSWER: a
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remembering
DATE CREATED: 5/19/2021 9:51 AM
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39. When directors delegate jobs to other staff members, they are indicating that
    a. they are afraid 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
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
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KEYWORDS: Understand
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40. Timelines, 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
POINTS: 1

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DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
DATE CREATED: 5/19/2021 9:57 AM
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41. Prior to becoming directors, most people were working as
    a. store clerks.
    b. elementary school teachers.
    c. early childhood education teachers.
    d. business managers.

ANSWER: c
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-2 - Identify the occupations in the early childhood education profession within the early childhood education field.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
DATE CREATED: 5/19/2021 11:45 AM
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42. A director runs a small early childhood education program attended by children who are primarily from the local town. Which of the following are most likely some of the program's primary stakeholders?
    a. The Chamber of Commerce
    b. The Town Council
    c. The governor of the state in which the program is located
    d. The teachers and other staff in the program

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 11:47 AM
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43. What does 'making a commitment to diverse stakeholders' mean?
    a. Giving in to a parent who expected special treatment
    b. Treating everyone politely and making accommodations when necessary
    c. Foregoing your own belief system to ensure that your stakeholders are happy

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d. Treating all stakeholders in accordance with the center's philosophy

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-3 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 11:49 AM
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44. The NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators is best described as a set of:

a. regulations that leaders must follow.
b. ideals and principles to solve ethical problems.
c. clear solutions to ethical dilemmas.
d. guidelines applicable only to NAEYC-accredited programs.

ANSWER: b
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-3 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 11:52 AM
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45. There are internal and external systems that have an effect on early childhood programs. What is the best definition of external subsystems in an early childhood program?

a. The subsystems that primarily affect the program's staff, rather than the children
b. The subsystems that are not directly related to the care of children, including plumbing, transportation, and meals
c. The subsystems concerned with the maintenance of the external building and grounds of the program
d. The subsystems that the center's staff has influence over, but not direct control of

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand

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46. Which of the following is an example of a program that has adopted a healthy, systems-thinking approach?
a. A new procedure is posted, and all staff are asked to initial that they have read it.
b. Teachers plan curriculum in teams to ensure cohesion.
c. Teachers plan curriculum independently to maximize planning time.
d. The staff argues about a new procedure during a staff meeting after the policy is adopted.

ANSWER: b
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Apply
DATE CREATED: 5/19/2021 11:55 AM
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47. Directors may have different administrative styles**,** sometimes more leadership-based and sometimes more managerial. Which approaches demonstrate a director with leadership skills over managerial skills?
a. The director assigns detailed, daily tasks to each staff member and frequently checks to ensure the tasks have been completed.
b. The director delegates day-to-day tasks to any staff member who volunteers to improve the program.
c. The director meticulously operates all aspects of the center to improve the program.
d. The director welcomes feedback from staff for ideas and plans to improve the program.

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 11:56 AM
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48. Directors may have different roles as the leader of their program. Which personal qualities would a director with strong leadership qualities demonstrate in the director role?
a. Asks staff to adjust to a management style that makes them uncomfortable, so the director does not have to change their preferred style
b. Provides emotional support to a staff member who is going through a divorce
c. Acts as a friend and peer to the staff and organizes after-hours outings
d. Prevents their own burnout by seeking a confidant and the support of a staff member

ANSWER: b

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POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Apply
DATE CREATED: 5/19/2021 11:58 AM
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49. The list of responsibilities for each director may change from center to center, but there is one task that directors are always directly responsible for. What is this task?

a. Financial accounting
b. Program maintenance
c. Program marketing
d. Staff coaching

ANSWER: b
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCIA - .DACP.16.1-6
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:00 PM
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50. Why can packaged curriculum never completely replace the planning and preparation of teachers?

a. Instruction should consider the specific children in the class.
b. It is unrealistic to expect program staff to follow a planned curriculum.
c. Packaged curriculum that covers all learning areas is not available for purchase.
d. Regulations require teachers to prepare their own curriculum.

ANSWER: a
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:03 PM
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51. An individual has been a preschool teacher for seven years and feels they are ready to move up in their career. The

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teacher has had the opportunity to train in many of the program's systems but wants to ensure that they will be a successful director. Which skill would be most helpful for the teacher to study in order to learn more about the leadership of people?

a. Managing the program's operating expenses
b. Learning techniques to promote teamwork within the program
c. Using technology tools to generate customer interest in the program
d. Writing a business plan for the enhancement of the program

ANSWER: b
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:04 PM
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52. What is the most direct benefit to a program from a director with strong people leadership skills?

a. Better maintenance of program facilities
b. Higher program enrollment
c. Higher staff morale and collaboration
d. Stronger adherence to regulations

ANSWER: c
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:06 PM
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53. A good procedures manual should be written so that it:

a. details how staff should carry out each process in the program so that staff know they are performing to their supervisor's expectations.
b. is nonspecific to ensure multiple interpretations of it can be taken.
c. helps staff understand how to follow a policy that is not self-explanatory to ensure the operation runs smoothly.
d. seeks staff input before the procedure is finalized to ensure that all staff will agree with it.

ANSWER: c
POINTS: 1
DIFFICULTY: Moderate

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:07 PM
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54. Why should new program directors analyze how much time they spend on the tasks they are working on?
a. To avoid tasks that were completed unsatisfactorily moving forward
b. To avoid undesirable tasks moving forward
c. To better prioritize tasks that are the personal goals of the director
d. To better prioritize tasks that lead to the most productive activities for the program

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:09 PM
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55. The director of a center needs to balance the needs and desires of all of those with a vested interest in the center's maintenance and enrichment. What term is used for this group of people?
a. Accreditation authorities
b. Board of Directors
c. Program administrators
d. Stakeholders

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 12:11 PM
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56. What is the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators?
a. To establish conflict resolution guidelines

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b. To evaluate professional conduct
c. To follow regulatory policies
d. To resolve dilemmas of principle

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-3 - Explain the purpose of the NAEYC Code of Ethical Conduct and Supplement for Early Childhood Program Administrators.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 12:12 PM
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57. Which of the following subsystems is external to early childhood systems?
a. The financial system
b. The regulatory system
c. The system for securing and managing the facilities
d. The personnel system

ANSWER: b
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 12:14 PM
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58. A director with a managerial style focuses more on tasks. What does a director with a leadership style focus on?
a. Education
b. Expectations
c. Opportunities
d. People

ANSWER: d
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand

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59. How often should a director ideally visit each classroom in their program?
    a. Hourly
    b. Daily
    c. Weekly
    d. Monthly

ANSWER: b
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remembering
DATE CREATED: 5/19/2021 12:20 PM
DATE MODIFIED: 5/19/2021 12:56 PM

60. What is a strong program administrator who balances both managerial tasks and people leadership known as?
    a. An ethics-bound administrator
    b. A laissez-faire manager
    c. A staff-oriented director
    d. A natural leader

ANSWER: c
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:22 PM
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61. When coaching is defined as a “form of professional development,” which activities is it most likely to involve?
    a. An observation of the staff member followed by a discussion with the coach
    b. An observation of the staff member followed by a written evaluation from the coach
    c. Regular, scheduled meetings between the staff member and the coach
    d. A system of formal credentialing for directors

ANSWER: a
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: 1-6 - Describe tools that enable the director to blend program management and people leadership.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:24 PM
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62. Which of the following is a way to increase a director's efficiency?
    a. Apply for external funding sources
    b. Complete daily tasks immediately as they arise
    c. Spend time building personal relationships with staff
    d. Use technology to digitize forms

ANSWER: d
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:26 PM
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63. Which of the following was NOT a purpose of the Power to the Profession Task Force?
    a. To establish unity and clarity around career pathways
    b. To establish standards and qualifications
    c. To establish a union for early childhood educators
    d. To establish accountability

ANSWER: c
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-1 - Describe how the work of the Power to the Profession Task Force is transforming the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 12:27 PM
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64. Which of the following is an occupation within the early childhood education profession?
    a. Professional preparation faculty
    b. Marketers
    c. Accountants

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d. Occupational therapist

ANSWER: a
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1-2 - Identify the occupations in the early childhood education profession within the early childhood education field.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
DATE CREATED: 5/19/2021 12:56 PM
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65. List four tasks that are necessary for directors to do in order to ensure efficient and effective center and program maintenance.

ANSWER: Students may select any four of the following: planning, working with the board, financial management, maintaining plant and materials, working with staff skills and professional development, leading curriculum decisions, and developing personal professionalism
POINTS: 1
DIFFICULTY: Easy
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
DATE CREATED: 5/19/2021 12:58 PM
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66. Identify two ways that directors can enhance their effectiveness in working with others.

ANSWER: Students may select any two of the following: developing an understanding of their own interpersonal styles, studying various approaches to management, analyzing their managerial styles, determining their own strengths and weaknesses
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Remember
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67. Identify your administrative style and name two reasons why you believe this style to be the most effective in leading

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your staff.

ANSWER: Students should choose from laissez-faire, manager, visionary; and reasons for effectiveness could be children's accomplishments, low turnover, and staff satisfaction.
POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Apply
DATE CREATED: 5/19/2021 1:01 PM
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68. Explain why it is important for childcare centers to operate as a system.

ANSWER: It is important so that the center will be operated under shared beliefs, theories, and practices, which creates program continuity and the opportunity to effectively make necessary changes.
POINTS: 1
DIFFICULTY: Difficult
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1-4 - Describe the systems that make up the field of early childhood education.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Analyze
DATE CREATED: 5/19/2021 1:02 PM
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69. Explain why a director must be a good manager and an effective leader.

ANSWER: A manager determines what must be done, how it is to be done, and who should do it, which is important to the program'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.
POINTS: 1
DIFFICULTY: Moderate
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1-5 - Discuss the competencies that program administrators must possess to be successful leaders.
NATIONAL STANDARDS: United States - NAEYC - Standard 1, 10
KEYWORDS: Understand
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