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Administration and Management of an ECCE Centre: Meaning of Administration and Management

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- Good management helps to maintain a unity of directions and actions that are being carried out in the organization. These help the organization achieve organizational goals and requirements effectively and efficiently. Good management and administration ensure the planning and arrangement of all factors of production being carried out in the organization.
- An ECCE center requires good administration and management to achieve its goal of providing the required learning environment that will promote and ensure the holistic development of children. All the stakeholders need to work in an organized and coordinated manner for the ECCE center to be successful.

Meaning of Administration and Management

An ECCE center, like any other organization or enterprise, requires proper administration and good management, if it is to be successful and achieve the desired goals.

Meaning of Administration

Administration is the process of running an organization. It is the controlling act of managing activities of an organization.

It encompasses:

- Creating rules and regulations to run the center
- Making decisions, as and when required, in the interest of the stakeholders and self
- Managing varied operations being carried on therein
- Choosing required staff
- Directing the activities of various units to achieve set goals and ensuring efficient performance
- Connecting links between senior management and employees

Meaning of Management

- Management refers to the organization and coordination of all activities being carried out in the enterprise in order to achieve its objectives. It also includes allocating resources to accomplish the desired goals.
- Management also includes planning, organizing, staffing, leading and controlling the various activities of the center. Good management helps to motivate all to work towards the common goals of the ECCE center.

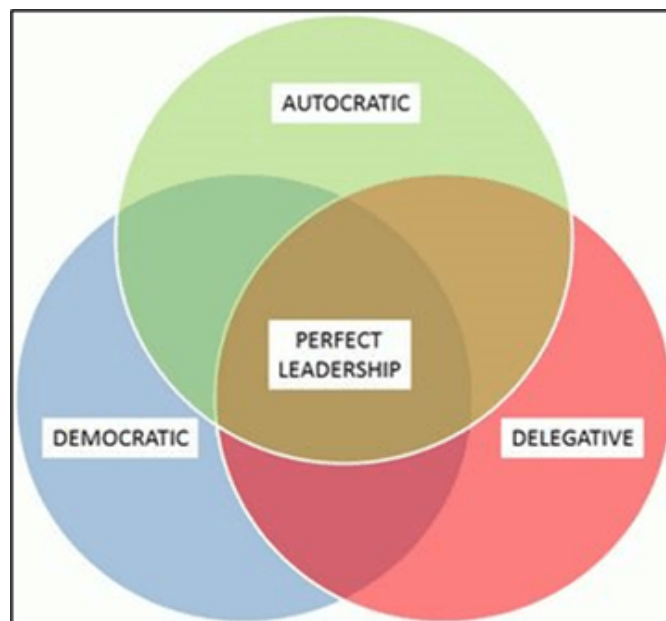
Administration and Management in the Context of an Ecce Centre

- The early childhood center administrator is responsible for the overall operation of the center and services being provided by it. Depending on the size of the center and number of employees working in the center, the roles and responsibilities of early childhood administrators may vary.
- The responsibilities of the administrator are diverse, ranging from complete responsibility for programme operations to shared responsibilities of specific operations or programs by other employees.
- Both administration and management are concerned with the basic functions of planning, organizing and controlling. In organizations.

there are typically three levels of management:

- Top level comprising of the owners of the center
- Middle level comprising of Centre Head and assistants
- First level comprising the ECCE staff/teachers

Management styles can be categorized as Autocratic, Democratic, or Laissez Faire, with Autocratic being the most controlling and Laissez-Faire being the least controlling.



A preschool's management is typically responsible for:

- the direction and supervision of the work of all staff.
- recruitment, induction, training, development and performance management of staff.
- overall safety and well-being of the children in their care.
- setting policies and procedures for the service and ensuring their implementation.
- ensuring compliance with the Childcare (Preschool Services) Regulations and all other relevant legislation.
- management of the finances of the service and reporting the same to the committee/board of management.