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## Videos for Wisconsin Child Care Providers to Borrow:

### ADMINISTRATION

Go to <http://dpi.wi.gov/ccic> and click on the tab **Our Library** for borrowing procedures and a searchable online catalog of all CCIC's audiovisual resources and books.

#### Administration in Early Childhood Settings

**ANOTHER SET OF EYES: CONFERENCING SKILLS.** Alexandria, VA: ASCD, 1988. 3 VHS videocassettes, 138 min. total + trainer's manual.

This program shows supervisors how to communicate in ways that enhance teachers' abilities to self-evaluate, to reflect, learn and apply insights to their own actions while teaching. One 30-minute informational tape is supplemented by two practice tapes of 50 minutes each.

**ANOTHER SET OF EYES: TECHNIQUES FOR CLASSROOM OBSERVATION.** Alexandria, VA: ASCD, 1987. 2 VHS videocassettes, 81 min. total + trainer's manual.

A 55-minute instructional tape, a 26-minute practice tape, and printed training materials show how supervisors can improve their classroom observation techniques to aid teachers' professional development.

**BUILDING QUALITY CHILD CARE: AN OVERVIEW.** Washington, DC: NAEYC, 1989. VHS, 20 min.

Explains that the base of quality is the caring/learning relationship between the caregiver and the child, a relationship that centers on the developmental needs of children. Also covers other elements of quality: size of group, training of teachers, health and safety, teacher/parent relationships, teachers' needs, low staff turnover, and other ingredients including **love**.

**THE CASE FOR DIRECTOR CREDENTIALING.** Boston: Taking the Lead, 2000. VHS, 8 min.

Offers a concise overview of director credentialing efforts underway nationwide and demonstrates the connection between a strong director credentialing initiative and improvements in the quality of children's care and education.

**CHILD CARE ADMINISTRATION.** Madison, WI: University of Wisconsin Board of Regents, 1996. VHS, 86 min.

This tape consists of three TV programs shown for the UW-Extension telecourse "Administering Child Care Programs." Program 1 covers the duties of the child care administrator and why the job is so important. Program 2 discusses staff hiring and development. Program 3 tells how to build good relationships with families.

**CHILD CARE ADMINISTRATION: TYING IT ALL TOGETHER.** (Indiana's Child Care Collection.) Washington, DC: NAEYC, 1994. VHS, 29 min.

Covers the following aspects of administration: mission statement, ethics policy, business type, job descriptions, staff recruitment and selection, orientation, retention, development and training, and evaluation. Some information applies specifically to the State of Indiana.

**THE EARLY CHILDHOOD PROGRAM: A PLACE TO LEARN AND GROW: OVERVIEW TAPE.** (The Early Childhood Program: A Place To Learn And Grow, Tape 1.) Washington, DC: NAEYC, 1996. VHS, 8 min.

An overview of the other seven tapes in this excellent video series on best practices and key issues faced by early childhood educators serving children ages three through eight in public schools and other settings.

**EFFECTIVE SUPERVISION OF EARLY CHILDHOOD PROFESSIONALS: A MODEL FOR PREPARING SUPERVISORS.** Ypsilanti, MI: Peterpatch Productions, 1991. VHS, 35 min. + notes.

Supervisors discuss and demonstrate a successful model for preparing early childhood supervisors including: a knowledge base, interpersonal communication skills, mentor-protégé strategies, teacher stages, and guiding principles.

**ENSURING QUALITY AND ACCOUNTABILITY THROUGH LEADERSHIP.** Alexandria, VA: Head Start Information and Publication Center, 2000. 6 VHS videos, 14 hrs. total + user's guide (151 p.) + implementation planner (87 p.)

These seminar presentations from the National Head Start Child Development Institute held in Washington, DC, on December 4-8, 2000, are intended to help local program managers in developing and implementing action plans to improve curriculum, assessment, teaching, and learning opportunities for all children in center-based, home-based, family child care, and in child care partnerships.

**FOUNDATION FOR BEING A SUCCESSFUL DIRECTOR.** Early Childhood Directors Association. Panelists: Rich Reeder, moderator; Patricia Hedberg, Sandra L. Davis, Sue Baldwin. St. Paul, MN: Early Childhood Directors Association, 1993. VHS, color, 37 min. + study guide.

Good, practical, understanding advice for child care directors on handling stress, dealing with difficult people, taking care of yourself, and empowerment, from a business professor, a management consultant, and the Executive Director of the Early Childhood Directors Association, herself a former center director.

**THE HIRING TAPE: FOUR SCENES AT PRESCHOOL.** Seattle, WA: Tom Drummond Video Productions, 1999. VHS, 14 min. + guide.

These four vignettes from everyday teaching in a preschool can be used to start in-depth discussion about early childhood education, especially when interviewing new teachers.

**HOT TOPICS FOR CENTER DIRECTORS: HIRING AND TRAINING STAFF.** State College, PA: Pennsylvania State University Cooperative Extension, 2003. VHS, 135 min. + guide.

This Better Kid Care Satellite workshop for day care center directors and supervisors features a panel of child care center directors in Pennsylvania. They discuss the recruitment, hiring and training of day care center employees. In the second hour, they answer questions on this topic sent in by listeners around the country.

**HOT TOPICS FOR CENTER DIRECTORS: LEGAL ISSUES.** University Park, PA: Pennsylvania State University, 1999. VHS, 2 hrs. + guide.

This national satellite training workshop for day care center directors and supervisors features Attorney Ron McGucken of Support Services for Child Care Professionals in Lumberville, Pennsylvania. In the first hour he discusses legal issues related to the Americans with Disabilities Act, child care personnel, and child safety. In the second hour, he answers questions sent in by listeners around the country.

**HOT TOPICS FOR CENTER DIRECTORS: PERSONNEL ISSUES.** University Park, PA: Pennsylvania State University, 2000. VHS, 2 hrs. + guide.

This national satellite training workshop for day care center directors and supervisors features Mary Graham, President of the Pennsylvania Child Care Association and Director of Children's Village Child Care Center in Philadelphia, and Debi Mathias, Director of SUM Child Development Inc., also in Pennsylvania. In the first hour, they discuss competency areas for directors. In the second hour, they answer personnel-related questions sent in by listeners around the country.

**LEADERS IN THE MAKING: NEW PATHWAYS TO QUALITY.** Boston, MA: The Center for Early Care and Education, 2000. VHS, 27 min.

*Taking the Lead* is a national initiative to develop leaders in early childhood and school-age care. In this tape, emerging and existing leaders from several *Taking the Lead* sites share their personal experiences and relate them to universal issues of quality, advocacy, and career development in early care and education.

**MEASURING PROGRAM OUTCOMES: TRAINING KIT.** Alexandria, VA: United Way of America, 1996. VHS, 23 min. + guide (72 p.) + handout, worksheet, and transparency originals + manual **Measuring Program Outcomes: a Practical Approach** (170 p.)

An information kit to support hands-on training for health, human service, and youth- and family-serving organizations seeking to identify and measure their program's benefits for participants.

**REFLECTIVE SUPERVISION: A RELATIONSHIP FOR LEARNING.** By Marge Wagner and Linda Gilkerson. Arlington, VA: Zero to Three/National Center for Clinical Infant Programs, 1996. VHS, 60 min. + discussion guide + book **Learning Through Supervision and Mentorship to Support the Development of Infants, Toddlers and Their Families: a Source Book.**

This thoughtful tape shows what good reflective supervision looks, sounds and feels like. Realistic role-play is used to demonstrate three elements central to supervision in infant/family and child care programs: reflection, collaboration, and regularity.

**TOOLS FOR TEACHING DEVELOPMENTALLY APPROPRIATE PRACTICE.** With Sue Bredekamp. Produced by RISE. Washington, DC: NAEYC, 1998. 4 VHS videocassettes, 3 hrs. 9 min. total.

This videotape training series teaches the key points of NAEYC's **Developmentally Appropriate Practice in Early Childhood Programs--Revised Edition.**

## **Administration in Any Setting**

**CHOOSING & USING MUSIC IN TRAINING.** Liz Brant and Tony Harvey. King of Prussia, PA: HRDQ, 2001. Compact disc + book.

This book was written for trainers who want to use music to support the learning process. Accompanying the book is a CD of music suited to various circumstances and desired learning states.

**MAKING TEAMWORK WORK: HOW TO BE AN EFFECTIVE TEAM MEMBER.** By Ron Meiss. Produced by Workforce Learning Systems, 1993. VHS, 50 min.

Whether your team is just starting up or has been in operation for a while, having your group sit down and work out answers to the 18 questions posed by this tape will greatly improve your effectiveness. Focuses on the six key characteristics of teams: reasons, responsibilities, rules, roles, relationships, and results.

**PUT MORE LEADERSHIP INTO YOUR STYLE.** By Mark Chodzko. Pasadena, CA: Barr Films, 1985. VHS, 30 min. + leader's guide.

Vignettes from various kinds of businesses introduce us to the Leadership Formula Pyramid: communication, mutual reward, power, decision-making, and positive force, all capped by the concept of mission.

**SMART STEPS TO SMART CHOICES: TESTING YOUR BUSINESS IDEA.** Tapes produced by UW-Extension Small Business Development Center. Chicago, IL: Upstart Pub. Co., 1996. VHS, 37 min. + audiocassette (30 min.) + book (184 p.) + computer disk.

This video explains the things to consider in order to decide if your business idea makes good personal, business, marketing, and financial sense. The audiocassette dramatizes the process, and the book includes many worksheets to use in thinking through your business idea.

**WINNING TELEPHONE TIPS: 30 TIPS FOR MAKING THE BEST USE OF YOUR PHONE.** With Dr. Paul Timm and Eileen Parkinson. Chicago, IL: Jack Wilson and Associates, 1994. VHS, 30 min. + 1 audiocassette (30 min.) + guide.

Action tips to avoid frustrating customers, show telephone courtesy, communicate clearly, use answering machines and other technology, and increase you telephone efficiency and effectiveness.