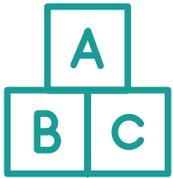


Child Care Administration

INDUSTRY FACTS



What do child care administrators do?

Child care administrators are responsible for all operational aspects of child care centers and preschools. Their goal? To help kids successfully move from one developmental stage to the next—and have fun doing it.

Here's a breakdown of their responsibilities:

- Nurturing the emotional, physical, intellectual, and social development of children
- Developing and implementing education programs and institutional policies
- Hiring, training, supervising, and providing professional development for employees
- Ensuring compliance with legal requirements, codes, and regulations
- Facilitating communication between parents, children, teachers, and staff



Where do they work?

They work in child care centers, preschools, or any early childhood education (ECE) facility. But 29% of child care administrators are self-employed.

How much do they earn?

According to the U.S. Bureau of Labor and Statistics, the average salary for this role is between \$19,000 and \$28,000 per year. Just remember that salaries vary based on location, facility, and experience level.

How's the job outlook?

The U.S. Bureau of Labor Statistics projects that over 27,700 new jobs will be available by 2026.

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

JESSICA C., CAREERSTEP LEARNER

Child Care Administration

PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored. With CareerStep, it all could happen in as little as 4 months.

All you need is a high school diploma or a GED to get started.

Prepare For A Better Job

Do you love children? Got a gift for connecting with little ones as they grow and develop? If you really want to make a difference in the lives of our youth, working as a child care administrator will give you that opportunity.

Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from enrollment through course completion.

- Learner support
- Technical support
- Career support (interview coaching and resume reviews)

Get Certified

Earn the industry's most widely respected credential and validation of core competency. Getting your **CDA** is the best first step in your early childhood education career path. (Seventeen states accept the CDA credential to work as a child care director.)

Program Modules and Approximate Completion Hours

Module Name
Managing Children's Centers In The 21st Century
Types Of Child Development Programs
Applying Theories In Managing A Child Development Center
Reflective Management
Organizational Management
Fiscal Management
Personnel Management
Human Relations
Facilities Management
Managing Health & Safety Issues
Managing Food Service
Educational Programming
Family Engagement
Marketing & Public Relations
Assessment & Evaluation

TOTAL HOURS = 350