

ECE334 Educational Management and Sustainable Development of Early Childhood Settings

Required Reading

- Education Bureau (2013). *Education Ordinance*. Hong Kong: Author. Retrieved from <http://www.edb.gov.hk/mobile/en/about-edb/press/legco/edu-ordinance/index.html>
- Education Bureau (2013). *School self-evaluation manual*. Hong Kong: Author. Retrieved 1 November, 2013, from http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/SSE_Manual_Eng.pdf
- Education Bureau, & Social Welfare Department (2006). *Operation manual for pre-primary institutions*. Hong Kong: Author. Retrieved 15 October, 2013, from: http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/overview/Operation_Manual_eng.pdf
- Education Bureau, & Social Welfare Department (2013). *Performance indicators (pre-primary institutions)*. Hong Kong: Author. Retrieved 1 November, 2013, from <http://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/performance-indicators/performance-indicators-pre-primary-institutions/index.html>
- Harms, T., Clifford, R. M., & Cryer, D. (2004). *Early childhood environment rating scale* (Rev. ed.). New York, NY: Teachers College Press. [LB2822.6 H37 2005 \(4 copies\)](#)
- Harms, T., Cryer, D., & Clifford, R. M. (2006). *Infant/toddler environment rating scale* (Rev. ed.). New York, NY: Teachers College Press. [HV854 H353 2006 \(4 copies\)](#)
- Labour Department (2017). *Labour legislation: Overview of major labour legislation: Occupational safety and health ordinance, Chapter 509*. Hong Kong: Author. Retrieved 1 November, 2013, from: <http://www.labour.gov.hk/eng/legislat/content4.htm>
- Miller, L., & Cable, C. (2010). *Professionalization, leadership and management in the early years*. New York, NY: Sage. [LB1139.23 P7565 2011](#)
- Penn, H. (2011). *Quality in early childhood services: An international perspective*. Maidenhead, UK: Open University Press. [LB1139.23 P46 2011](#)

Supplementary Reading

- Chu, M. (2014). *Developing mentoring and coaching relationships in early care and education: A reflective approach*. London, UK: Pearson. [LB1775.6 C48 2014 \(2 copies\)](#)
- Freeman, N. K., Decker, C. A., & Decker, J. R. (2013). *Planning and administering early childhood programs* (10th ed.). London, UK: Pearson. [LB1139.25 D43 2013](#)
- Hearron, P. F., & Hildebrand, V. (2010). *Management of child development centers* (7th ed.). London, UK: Pearson. [LB2822.7 H55 2011](#), [LB2822.7 H55 2015 \(8th ed.\)](#)
- Murray, J., & Clark, R. M. (2013). Reframing leadership as a participative pedagogy: The working theories of early years professionals. *Early Years: An International Research Journal*, 33(3), 289-301. Retrieved from <http://www.tandfonline.com/doi/full/10.1080/09575146.2013.781135>
- Penn, H. (2011). *Quality in early childhood services: An international perspective*. Maidenhead, UK: Open University Press. [LB1139.23 P46 2011](#)
- Rodd, J. (2006). *Leadership in early childhood* (3rd ed.). Crows Nest, Australia: Allen & Unwin. [LB1776.4 A8R63 2006 \(2 copies\)](#), [LB1776.4 A8R63 2013 \(4th ed.\)](#)
- Sciarra, D. J., Dorsey, A. G., Lynch, E. M., & Adams, S. M. (2012). *Developing and administering a child care and education program* (8th ed.). Wadsworth, OH: Cengage Learning. [HQ778.63 S35 2013](#)

Additional readings, including recent journal articles relevant to this course, will be presented to the students along with relevant websites, video clips, newspaper cuttings and other current documentation.