

## ADMINISTRATORS CERTIFICATE COURSE: MODULES AND UNITS

### CORE CONSIDERATIONS FOR ADMINISTRATORS (12 Hours)

UNIT TITLE	CODE	DESCRIPTION	HOURS
Introduction to Montessori	AMIC201	Biography of Dr Montessori and an introduction to the concept of education as an aid to life	2
The Prepared Adult	AMIC202/3	The role of the Montessori teacher and assistant and how the prepared adult can support the development of the child	3
Overview of the Planes of Development	AMIC204	Montessori's framework outlining the different characteristics of needs of people at different stages of development and how we can support this	2
The Prepared Environment	AMIC210	The role and nature of the prepared environment (including the physical and the intangible aspects)	3
Freedom and Discipline	AMIC211	Understanding the concept of Freedom from the Montessori point of view and the growth of Discipline as an inner development	2

### YOUR SCHOOL AS A COMMUNITY WITHIN A COMMUNITY (15 Hours)

UNIT TITLE	CODE	DESCRIPTION	HOURS
Global Montessori	AMIC601	Overview of Montessori education around the world	2
The Evolving Montessori School	AMIC604	Defining the growing school and how it responds to the needs of children in each plane of development.	2
Montessori Compared to Mainstream	AMIC605	Understanding of the major areas of difference between Montessori and mainstream education	2
Removing Obstacles to School Growth	AMIC607	Understanding obstacles to school growth in relation to the school community and ways to manage a school through difficulties	2
Community Involvement - Parents	AMIC610	Involving the parent community in your school or centre to achieve the best outcomes for everyone	2
Community Education	AMIC615	Introduction to topics and managing community education involving parents and others	2
Communication for Cohesion	AMIC612	Improving communication skills to enhance relationships within the school community	3

**BEING AN EFFECTIVE MONTESSORI SCHOOL ADMINISTRATOR (21 Hours)**

UNIT TITLE	CODE	DESCRIPTION	HOURS
Visionary School Leadership	AMIC602	The role of visionary leadership in a Montessori context	2
Implementing the Curriculum	AMIC606	An overview and the practical application of the Montessori curriculum in early childhood and school settings	3
Working with Teachers	AMIC609	Understanding how teachers grow and develop in Montessori settings and how best to work with them	2
Strategic Planning	AMIC613	Planning for improvement, sustainability and growth of school	3
Supporting Staff through Mentoring, Professional Development and Staff Evaluation	AMIC614	Basic mentoring skills development and the importance of professional development and staff evaluation procedures	3
Quality Assurance evaluation and implementation	AMIC616	Identifying quality practice and Implementing an evaluation and quality assurance programme	3
Observation (including actual classroom observation – 3 hours)	AMIC618	Observation of Montessori environments to guide teaching and learning	5