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KIBABII UNIVERSITY
UNIVERSITY EXAMINATIONS
2021/2022 ACADEMIC YEAR
THIRD YEAR SECOND SEMESTER
SPECIAL/SUPPLEMENTARY EXAMINATION
FOR THE DEGREE OF EDUCATION IN EARLYCHILDHOOD

COURSE CODE: ECD 324

**COURSE TITLE: ADMINISTRATION AND SUPERVISION IN
ECD**

DATE: 24/11/2022

TIME: 8:00-10:00AM

INSTRUCTIONS: Answer Question One and Any other TWO (2) Questions

This Paper Consists of 2 Printed Pages. Please Turn Over

Question One

- a. You have been appointed as a staffing officer in your county. Evaluate your major duties in the office. (10mks)
- b) Discuss emerging trends in the management of ECDE Centres in Kenya today. (10mks)
- c) Professional records are a vital requirement to a teacher. Justify. (10mks)

(Total Marks Thirty30)

Question Two

- a) Describe the administrative functions performed by an ECDE administrator. (10mks)
- b) Educational management of an ECDE Centre plan to visit your school. What are the teacher's expectations? (10mks)

(Total Marks Twenty 20)

Question Three

- 3 a) What are some of the critical challenges facing ECDE in Kenya that need to be looked at. Discuss. (10mks)
- b) Differentiate between controlling and supervision

Explain the meaning of the following terms in relation to ECDE sector

- i. Planning
- ii. Directing
- iii. staffing

(10mks)
(Total Marks Twenty 20)

Question Four

- 4 a) Describe basic planning process to be considered when making decisions in an ECDE centre (10mks)
- b) Explain things to be considered by ECDE managers when carrying out staff selection (10mks)

(Total Mark Twenty 20)

Question Five

- a) Staff meeting is the most effective way of communication. Discuss. (10mks)
- b) Discuss problems faced by ECDE managers and suggest possible solutions to the problems (10mks)

(Total Marks Twenty 20)