

## Matrix of Program Administration Scale (PAS) Items Covered in the Aim4Excellence™ Modules

PAS ITEMS		Aim4Excellence Modules								
		1	2	3	4	5	6	7	8	9
1	Staff Orientation		X	x						
2	Supervision and Performance Appraisal			X						x
3	Staff Development			X					x	
4	Compensation		x	x		X				
5	Benefits		x	x		X				
6	Staffing Patterns and Scheduling			x		x		X		
7	Facilities Management				X		X			
8	Risk Management		x		X	x				
9	Internal communications	X	X	x	x					
10	Screening & Identification of Special Needs							X	x	
11	Assessment in Support of Learning							X	x	x
12	Budget Planning					X				
13	Accounting Practices					X				
14	Program Evaluation				x					X
15	Strategic Planning	X			X	x				X
16	Family Communications				x	X			X	x
17	Family Support and Involvement					x			X	
18	External Communications					X			x	
19	Community Outreach	X			x	X			x	
20	Technological Resources				X	x	x			
21	Use of Technology		x		x	x				
22	Administrator Qualifications	x	X	x						
23	Lead Teacher Qualifications		X	x						
24	Teacher Qualifications		X	x						
25	Apprentice Teacher/Aide Qualifications		X	x						

**X** = primary topic included in the module

**x** = secondary topic included in the module

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MODULE	TITLE
1	Leading the Way
2	Recruiting, Selecting, and Orienting Staff
3	Promoting Peak Performance
4	Managing Program Operations
5	Building a Sound Business Strategy
6	Planning Indoor and Outdoor Environments
7	Supporting Children's Development and Learning
8	Creating Partnerships with Families
9	Evaluating Program Quality