



# WHAT IS EXECUTIVE FUNCTION?

Successful Solutions Professional Development LLC

[WWW.MYECECLASS-GROWTH.COM/EXECUTIVE](http://WWW.MYECECLASS-GROWTH.COM/EXECUTIVE)

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**ECE Virtual Classroom**  
Online Courses for Early Childhood Educators



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## What is Executive Function?

*3 clocks hour early childhood education*

### Course Description

Imagine that you have a symphony in your head with many individual instruments that are supposed to work together under the guidance of a conductor. This conductor knows what the individuals in the symphony must do though she doesn't physically do them herself. Instead she guides, directs, organizes, and plans the pieces to work for specific musical performances and practices. Now, imagine that you have no conductor. The pieces of the symphony all work fine independently but there is nothing to guide them toward success. This conductor, in a nutshell, is executive function. This course will explain the basics of executive function and how it affects children's learning and behavior. In addition, the training will provide suggestions and recommendations for supporting children with executive function disorders or challenges.

**Washington STARS credit:** Child Growth and Development (3 hours)

**CDA Content Area:** Understanding Principles of Child Development and Learning (3 hours)

### CDA Settings

- Infant/Toddler
- Preschool
- Family Child Care (Mixed-Age)

### Learning Outcomes

- ✓ Identify the role that executive function plays in various common tasks
- ✓ Describe executive function and self-regulation
- ✓ Identify accommodations and adaptations that can be made in the classroom for children with executive function challenges
- ✓ Explain how provided examples of accommodations provide support to children with executive function challenges

### Course Content

1. Course Agenda
2. Pre-Assessment (1/5)
3. Executive Function Defined
4. Self-Regulation
5. Myths about Executive Function
6. A Day in the Life
7. What Does it Take? (2/5)
8. Rodney's Day and What it Takes
9. Signs of Executive Function Issues by Age



10. Is it EFD?
11. Discussion: Factors that Influence (3/5)
12. Executive Function Stages
13. Helping Executive Function
14. Getting to Know Children
15. Specific Accommodations for EFD
16. Turning Some Ideas on Their Head
17. How is EFD Diagnosed
18. Check for Understanding (4/5)
19. End of Course Assessment (5/5)
20. End of Course Evaluation

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## Sources

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- Diamond, Adele (2012). Executive Functions. Annual Review Psychology Volume 64; pg 135-168. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4084861/>
- Ehmke, Rachel (N.D.). Helping Kids Who Struggle With Executive Functions. Learning specialists on how to build organizational skills. For Child Mind Institute. Retrieved from <https://childmind.org/article/helping-kids-who-struggle-with-executive-functions/>
- Enhancing and Practicing Executive Function Skills with Children from Infancy to Adolescence, Center on the Developing Child, Harvard University. Retrieved from <https://46y5eh11fhgw3ve3ytpwxt9r-wpengine.netdna-ssl.com/wp-content/uploads/2015/05/Enhancing-and-Practicing-Executive-Function-Skills-with-Children-from-Infancy-to-Adolescence-1.pdf>
- Activities Guide: Enhancing and Practicing Executive Function Skills with Children from Infancy to Adolescence, Center on the Developing Child, Harvard University. Retrieved from <https://developingchild.harvard.edu/resources/activities-guide-enhancing-and-practicing-executive-function-skills-with-children-from-infancy-to-adolescence/>
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- Executive Functioning Issues: Strategies You Can Try at Home. Understood for Learning and Attention Issues. Retrieved from <https://www.understood.org/en/learning-attention-issues/child-learning-disabilities/executive-functioning-issues/executive-functioning-issues-strategies-you-can-try-at-home>
- Florez, Ida Rose (2011). Developing Young Children’s Self-Regulation through Everyday Experiences. Young Children; pg. 46-51. Retrieved from [https://www.naeyc.org/files/yc/file/201107/Self-Regulation\\_Florez\\_OnlineJuly2011.pdf](https://www.naeyc.org/files/yc/file/201107/Self-Regulation_Florez_OnlineJuly2011.pdf)



- Explaining self-regulation by Kids Matter Australia. Mental Health Matters. Retrieved from <https://www.kidsmatter.edu.au/mental-health-matters/social-and-emotional-learning/anger/explaining-self-regulation>
- Executive Functions, New Hope Media LLC. Retrieved from <https://www.additudemag.com/category/parenting-adhd-kids/school-learning/executive-functions/>

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## Glossary of Terms

### Accommodations

Accommodations are an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete tasks.

### Attention-Deficit/Hyperactivity Disorder (ADHD)

ADHD is a disorder that makes it difficult for a person to pay attention and control impulsive behaviors. Current research suggests ADHD may be caused by interactions between genes and environmental or non-genetic factors.

### Cognition

The mental action or process of acquiring knowledge and understanding through thought, experience, and the senses.

### Executive Function

Executive function is defined as the skills and abilities needed to perform certain tasks that involve planning, sequencing, and management among other things. The area of the brain called the frontal lobe does the bulk of the work for executive function.

### Executive Function Disorder (EFD)

Executive function disorder is a problem with the brain functions that impairs a person's ability to analyze, plan, organize, schedule, and complete tasks.

### Self-Regulation

Self-regulation is the ability to regulate one's emotions, behaviors, and thoughts in reaction to certain situations. It is a skill that is perfected over time for most people.

### Temperament

Temperament is the way you tend to behave or the types of emotions you tend to exhibit.



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## Optional Resources for Further Study

- 5 Myths Surrounding Executive Functions Deficit, QWERTY Education Services, May 23, 2016, <https://www.qwertyed.com/5-myths-surrounding-executive-functions-deficits/>
- Meet the executive functions: the key to brains that work like they should, Posted on January 6, 2014, By Mary Kate Gulick, Nebraska Children, <https://blog.nebraskachildren.org/2014/01/06/meet-the-executive-functions-the-key-to-brains-that-work-like-they-should/>
- 5 Common Myths About Executive Functioning Issues, By Amanda Morin, Understood USA LLC, <https://www.understood.org/en/learning-attention-issues/child-learning-disabilities/executive-functioning-issues/5-common-myths-about-executive-functioning-issues>
- Executive Functions and Learning, Larry E. Hess, Psy.D., [http://www.drlarryhess.com/site/Online\\_articles/Entries/2012/11/27\\_Executive\\_Functions\\_and\\_Learning.html](http://www.drlarryhess.com/site/Online_articles/Entries/2012/11/27_Executive_Functions_and_Learning.html)
- Through Your Child's Eyes, <https://www.understood.org/en/tools/through-your-childs-eyes>
- Executive Functioning Issues: Possible Causes By Amanda Morin for Understood.com, <https://www.understood.org/en/learning-attention-issues/child-learning-disabilities/executive-functioning-issues/executive-functioning-issues-possible-causes>
- Executive Functioning – Where is it Controlled and How Does it Develop? / Remediation Techniques for Deficits and Dysfunction by Angie McCalla, MS, CCC-SLP, CBIS, <https://www.rainbowrehab.com/executive-functioning/>
- Evaluating Your Child for EFD By Marcia Eckerd, Ph.D., <https://www.smartkidswithld.org/first-steps/evaluating-your-child/evaluating-your-child-for-efd/>
- Simple Rey-Osterrieth Complex Figure Test by Archimedes' Library, [http://www.archimedes-lab.org/Rey\\_test.html](http://www.archimedes-lab.org/Rey_test.html)
- Assessment of executive functions: Review of instruments and identification of critical issues, Archives of Clinical Neuropsychology, Volume 23, Issue 2, March 2008, Pgs 201-216, <https://www.sciencedirect.com/science/article/pii/S0887617707001928>
- Children and Adolescents with Weaknesses in Executive Function, Manhattan Psychology Group, PC, <https://manhattanpsychologygroup.com/executive-functioning-problems-children>

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## Course Author

*A special thank you to Aurora Tollestrup BS Ed. for developing the curriculum for this course.*



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## ECE Virtual Classroom Academic Coach

The Virtual Classroom Academic Coach's role is to support the ECE students through the training process. The Virtual Classroom Academic Coach reviews assignment per directions, monitors discussion threads, answers inquiries/emails, monitors student engagement, provides online student support, and regularly collaborates with team members on development. The Virtual Classroom Academic Coach serves as the facilitator and grader, while the Online Educators are the official state approved trainers.

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## Student Support

The best way to reach us is through live student support chat. Look for the Chat with Us bubble on the bottom left corner of the website.

Website: [www.myececlass-growth.com](http://www.myececlass-growth.com)

E-mail: [info@myececlass.com](mailto:info@myececlass.com)

Phone: (360) 602-0960

### Student Support Hours

#### Chat & Email Support

Monday - Friday	7 am – 6 pm
Saturday & Sunday	9 am – 6 pm
Holidays (Email Only)	10 am – 4 pm

#### Phone Support

Monday - Friday	7 am – 6 pm
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## Required Assignments

### Reading

The text on each page should be read. When you submit the worksheets, discussion boards, and click on the NEXT PAGE button, it will create a record of your progress moving through each page.

### Videos

Watch the videos as you encounter them. If you have trouble with the videos playing, this may require that you update flash player on your computer. Optionally, some students find that if they are having difficulties playing the videos on their computer, they can view them on their phone. There is a link above the videos to view them on YouTube directly. You may wish to save the Youtube link for the video to refer to in the future, or in order to use another device for viewing.



## Discussion

The discussion questions are a required part of the course. You may either post on the discussion board where you are contributing to the thread with other students. Alternately, you have the option of clicking on the link above the discussion board and submitting your response on a worksheet form. The ECE Virtual Classroom Coach will be tracking your submission of the discussion board assignments as part of meeting the learning outcomes for the course.

## Worksheets

Check for Understanding worksheets are provided throughout each course. The worksheets allow opportunities to reflect on the course materials as you are progressing through the training. Watch your email in-box for trainer feedback. You may not receive feedback for every single assignment, depending on how quickly you are moving through the course. Instead, you may receive an email letting you know that your work was done well, with a certificate attached. If you need guidance, the trainer or the academic coach will be sending you emails with feedback with instructions for resubmission. Certificates will not be issued if worksheets are skipped, incomplete, or filled in with inappropriate responses. If you need assistance, we have student support available via Live Student Support Chat 7 days a week (Mon.-Fri. 7 am-8 pm and Sat.-Sun. 9am-6pm PST).

## Quizzes

The end of course quizzes are primarily multiple choice and true or false questions, with occasional open-ended questions. 70% or better is required to pass the quiz. You can review the course materials and retake the quiz as many times as needed to pass. Automated emails are sent to you confirming that you have submitted the worksheets and quizzes and provide you with a link to resume at the next page.

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## Optional Course Items

The items below are offered in each course as options. Optional means that you have the choice to utilize them, or not.

### Optional Resources for Further Study

We have included a wealth of resource links for you to explore and further your knowledge about each topic.

*The resource links provided in our website are provided solely for your convenience and may assist you in locating other useful information on the Internet. When you click on these links you will leave our website and will be redirected to another website. These websites are not under the control of Successful Solutions Training in Child Development. Successful Solutions Training in Child Development is not responsible for the content of linked third party websites. We are not affiliated with these third parties nor do we endorse or guarantee their*



*products, services, website content, etc. We make no representation or warranty regarding the accuracy of the information contained in the linked websites. We suggest that you always verify the information obtained from linked websites before acting upon this information.*

## Parking Lot

The Parking Lot is offered as an optional opportunity to interact with the trainer about a question that you may have about the course topic. If you do not have a question, it is not necessary to fill out this form, it is not required. If you choose to submit a question to the trainer, she will respond to you by email. Be sure to watch your email in-box.

You can always leave a message for student support on our Live Chat on the bottom left corner of the website, any time of day or night. If we are not available, we will respond by email as soon as possible.

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## Certificates

When you submit the evaluation form, that prompts the academic coach to review all of your work. We will evaluate your work to assure that you have met the learning outcomes. Once that assessment is complete, you will receive your certificate by email. [Click Here](#) for a sample certificate. (This certificate is an example. The student certificate may vary slightly). Certificates are prepared 7 days a week between 7 am and 7 pm PST. In most cases, you should receive your certificate by email within a few hours after you submit the evaluation form, or first thing the next morning.

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## State Training Approval

This training may, or may not, meet annual training requirements in your state. Please provide us with your state, and any State registry ID number on the evaluation form, and if we are able to record your completed training with your state, we will. In some cases, for annual state credit, you will need to submit the certificate to the appropriate registry and they may or may not award annual credit. Providing a State Registry number to us does not guarantee that your state will approve the training for annual continuing education credit.

**The following states have *pre-approved* our courses:**

- **Washington State DEL MERIT Trainers:**
  1. Kimberlee Turner, MS Ed #4062747253



2. Brittney Andrade, BS ECE #4029466074

- **Ohio Approved Trainers:**

1. Successful Solutions Professional Dev. - Entity OIN # 21084413
2. Kimberlee Turner, MS Ed OPIN #1123-5033
3. Brittney Andrade, BS ECE OPIN #1123-5512

1. Texas Approved Master Trainer: Kimberlee Turner, MS Ed #34928
2. Illinois Organization Approval Number B102312
3. North Carolina Organization Approval
4. Utah Organization Approval for Online Career Ladder Courses
5. Vermont Organization Approval

Our courses may be accepted many states that do not require pre-approval.

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## Technical Requirements

- Laptop or PC
- Most students are able to use mobile devices such as tablets to complete courses. However, each device is different, and an individual's skill level with the device may determine their success with using a mobile device.
- Recommended web browser: Google Chrome
  - Microsoft Edge, Safari and Firefox are other acceptable browsers.
  - Internet Explorer is no longer supported by Microsoft, and you may have issues if you use it to take training.
- Operating System
  - Make sure you're using a current operating system (for example, Windows 10).
  - Outdated operating systems may cause technical difficulties.
- Internet Speed
  - Slow internet speed may impact loading time.
- Videos may require Adobe Flash Player.

Adobe Reader is required to open PDF files. Download Adobe Reader can be downloaded free <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

