

COURSE SYLLABUS

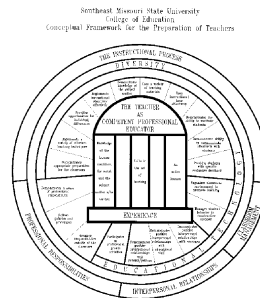
SOUTHEAST MISSOURI STATE UNIVERSITY

Department of Educational Administration and Counseling

Course NO: EA-789

New: Fall 1998

Title of Course: Superintendent's Assessment



THE ADMINISTRATOR AS COMPETENT PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

Practical application of knowledge, competencies and management skills that research has identified as crucial to effective school administration. (1)

II. Prerequisite(s):

Completion of administration core courses, EA-625, Foundations of Educational Administration; EA-630/635, Elementary/Secondary School Administration; EA-634 School Supervision; EL-606/SE-637, Curriculum Construction, Elementary/Secondary; EA-646/647, Directed Field Study in Elementary/Secondary Administration; Admission to graduate studies, major in school administration. Permission of instructor.

III. Purposes of Objectives of the Course:

- A. To help students upgrade their knowledge and understanding of administrative procedures, public relations and ways to promote a positive school climate.
- B. To help students broaden their knowledge and understanding of staff recruitment procedures, orientation and staff development programs, and ways to develop positive interpersonal relationships.
- C. To help students improve knowledge and understanding of legal and financial provisions applicable to public education.

IV. Expectations of Students:

- A. Students will participate in a variety of simulated activities centered around typical internal and external school-community relations problems.
- B. Students will participate in discussions focusing on current staff recruitment, orientations and development programs and development of innovative approaches to recruitment, orientation and staff professional development plans.
- C. Students will participate in individual and group fact-finding situations, in-basket activities, etc., designed to demonstrate and upgrade knowledge and competencies in matters pertaining to school law and school finance.

V. Course Content and Outline: Class Hours

- A. Introduction 1
- B. Educational leadership competencies with descriptions 4
- C. Duty areas and critical job tasks 5
- D. District Level Assessment: Leaderless group, In-basket activities, Board of Education Meeting, Community Meeting, Interview, Budget/Finance, and Curriculum instruction. 5

Total Hours 15

VI. Textbook(s):

None. Library resources, state department publications and instructor made materials will be used.

VII. Basis for Student Evaluation:

Credit/Non-credit: Instructor and students will critique all written materials and oral presentations. Students will produce and maintain a notebook containing student produced materials that will aid them in on-the-job activities.

VIII. Knowledge Base References:

Buchanan, R.B. (1997). Missouri administrative assessment. Cape Girardeau, MO

Department of Elementary and Secondary Education. (1988). Educational leadership competencies with descriptions. Jefferson City, MO

Duke, D. (1990, May). Setting goals for professional development. Educational Leadership, 48, 71-75.

Glatthorn, A. (1987). Curriculum renewal. Alexandria, VA: Association for Supervision and Curriculum Development.

Joyce, B. (Ed.). (1990). Changing school culture through staff development. USA: Association for Supervision and Curriculum Development.

Kowalski, T.J., & U.C. Teitzug. (1993). Contemporary school administration: An introduction. New York: Longman.

Lunenburg, F.C., & A.C. Ornsten. (1991). Educational administration: Concepts and practices. Belmont, CA: Wadworth Publishing Co.

Odden, A., & Picus, L. (1992). School finance: A policy perspective. New York: McGraw-Hill.

Segiovanni, T.J. (1995). The principalship: A reflective practice perspective (3rd Ed.). Boston: Allyn & Bacon.

Shepard, L.A. (1989). Why we need better assessments. Educational Leadership, 46(7), 4-9.

DEPARTMENTAL APPROVAL DATE 10/13/98

COLLEGE COUNCIL APPROVAL DATE 11/19/98