Course: EL 5502 Public School Administration I
Monday & Wednesday 5:45 to 8:55
Instructional 210

Prerequisites: Graduate Status

Enrollment Limitations: 25

Required: Principal, Supervisor, and School Business Administrator Candidates

Course Description: Public school administration in historical perspective. Provides an analysis of organizational roles, including leadership, and curriculum and instruction oversight. An examination and application of strategic planning techniques, communication strategies, current practices and research.

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Required Text


Office Hours: Ocean Country College INST 202
By Appointment

In order to insure full class participation, an student with a disability condition requiring special accommodations (e.g. tape recorder, special adaptive equipment, special note taking or test taking procedures) is strongly encouraged to contact the professor at the beginning for the course.
NOTE: All CELL PHONES MUST BE TURNED OFF OR PLACED IN THE VIBRATE POSITION.

I. Course Objectives:

Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

A. Describe education as an institution and the principles of organization common to public and non-public school systems in a multicultural setting. (Knowledge)

B. Describe various components of the student personnel services function (Knowledge)

C. Analyze curriculum planning and development and program evaluation techniques including the handicapped and special needs populations. (knowledge/skills).

D. Compare and contrast student activities programs. (Knowledge/Skills)

E. Design, analyze and evaluate staff development programs. (Knowledge/ Skills/Values)

F. Evaluate research findings and successful practices as they apply to the models of instruction and supervision, leadership function. Decision-making processes and organizational climate. (Knowledge/Skills/Values).

G. Analyze the management and use of time. (Knowledge/ Skills)

H. Evaluate principles and successful practices of internal and external communication within organization. (Knowledge/Skills).

I. Demonstrate systems planning and analysis. (Knowledge/ Skills)

II. Course Content:

A. Historically based elements and principles of organization common to public and non-public school systems

1. Organization of the school day
2. Scheduling and grouping
3. Programmatic organization
4. Grade organization
5. Multicultural awareness
6. Gender considerations
7. Other environmental factors

B. Student personnel services functions
   1. The school environment and principles of student development
   2. Counseling and advisement
   3. Student health and safety
   4. Student Activities
   5. Family involvement

C. Models and techniques for curriculum planning and program evaluation
   1. Curriculum development procedures
      a. Needs assessment
      b. Developing goals and objectives
      c. Curriculum planning
   2. Program evaluation
      a. Commercial standardized tests
      b. State tests
      c. Various models of supervision
   3. Special needs inclusion
   4. Remedial programs

D. Student activities programs
   1. Extracurricular activities
   2. Co-curricular activities
   3. Athletics
   4. Community service

E. Staff development: critique and design
   1. Adult learning
   2. Continuing professional growth and development
   3. In-services
   4. Promotion of school priorities
   5. Self-actualizing/career development
   6. Mentoring

F. Research and successful practices in public school administration
   1. Best practices
   2. Case studies
   3. Leadership theory
   4. Motivational theory
5. Decision-making  
6. Problem solving  
7. Ethics  

G. Use of Time  
1. Time on task  
2. Time management  
3. Competing priorities  

H. Communication Strategies  
1. Dealing with the press  
2. Communications with parents  
3. Newsletters  
4. Internal communications  
5. Specific organizations (e.g. PTA)  
6. Special interest groups  
7. Agencies  
8. Public relations  
9. Boards of education  
10. Municipal leaders  

I. Systems planning and analysis  
1. Properties of the system  
2. Needs assessment  
3. Goal setting  
4. Planning for change  

III. Methods of Instruction:  
A. Discussion  
B. Committee work and cooperative learning groups  
C. Simulation exercises  
D. Formal Assessments  
E. Lecture  
F. Films, video, and audio tapes
G. Student reports and presentations

IV. Methods of Evaluation:

A. Student projects and reports (Knowledge/Skills/Values)

B. Tests and examinations (Knowledge/Skills/Values)

B. Participation in classroom activities (Knowledge/Skills/Values)

C. Criteria: (Indicates maximum values for assignments)
   1. Individual assignments are letter graded and averaged according to the following values:
      A=4; A-=3.5; B=3; C=2; D=1.
   2. Presentations/Participation 15 points
   3. Assignments 50 points
   4. Final Exam 25 points
   5. Attendance 10 points

D. Final Grade Point Values:
   A   = 92 - 100  B+ = 85 – 80  C = 73 – 68
   A-  = 91 – 86   B = 79 – 74   D = 67 – 62

Attendance is expected at all class sessions. Students are responsible for informing me in advance of the reason for your absence. In cases of emergency please call or use e-mail.

Professional Standards

A. Standards for Advanced Programs in Educational Leadership

B. New Jersey Professional Standards for Teachers and School Leaders

All assignments must be submitted on the stated due date.

VI. Topic Sequence and Assignments (TENTATIVE)

May 17 School as a Social System - Chapter 1

Assignments:
Read chapter 1
Complete Formal/Informal Organization Analysis pg. 13
A Case for Leadership p.35

May 19 The Technical Core: Learning and Teaching - Chapter 2
Assignments:
Read chapter 2 & 3
Portfolio exercise Pg. 88 (Prepare 15 minute presentation)

May 24
Structure in the Schools – Chapter 3
Presentations

Assignments:
Read Chapter 4
Theory into Practice pg. 101
A Case for Leadership pg. 128

May 26
Individuals in the Schools – Chapter 4
Review Case for Leadership

Assignments:
Read Chapter 5
Portfolio Exercise pg. 173 Prepare presentation

June 2
Culture and Climate – Chapter 5
Presentations

Assignments:
Read Chapter 6
A Case for Leadership pg. 213

June 7
Power and Politics in the Schools – Chapter 6

Assignments:
Read Chapter 7
Theory into Practice pg. 235
Portfolio Exercise pg. 254 - presentation

June 9
Presentations
Mid-term assessment/catch up

Assignments:
A chance to catch up and take a breath

June 14
External Environments – Chapter 7

Assignments:
Read Chapter 8
A Case for Leadership pg. 285
June 16  
School Effectiveness, Accountability, and Improvement – Chapter 8  
Presentations  

Assignments:  
Read Chapter 9  
Theory into Practice pg. 307  
A Case for Leadership pg. 320

June 21  
Decision Making in the Schools – Chapter 9  
Presentations  

Assignments:  
Read Chapter 10  
Portfolio Exercise – Case Study pg. 353

June 20  
Final Examination

VI. Bibliography:


**VII. Web Sites:**
Apple Learning Interchange  
http://edcommunity.apple.com/ali

American Association of School Administrators

Association for Supervision and Curriculum Development

Barrett, H., Electronic Portfolio Development  
http://electronicportfolios.com

Barrett, H., E-Portfolios for Learning  
http://electronicportfolios.org/blog/index.html

Educational Research Service

Education Week

Ask ERIC

Filamentality  
http://keithstanger.com/filamentality.html

International Society for Technology in Education  
http://www.iste.org

National Association of Elementary School Principals

National Association of Secondary School Principals

National Policy Board for Educational Administration

National School Boards Association

New Jersey Association of School Business Officials

New Jersey Association for Supervision and Curriculum Development

New Jersey Department of Education

New Jersey School Administrators Association

New Jersey on Line

New Jersey Principals and Supervisors Association
North Central Regional Educational Laboratory - en Gauge
http://www.ncrel.org/engage

T.H.E. Journal Magazine

U.S. Department of Education

University Council for Educational Administration