

**EDUCATIONAL LEADERSHIP & POLICIES
UNIVERSITY OF SOUTH CAROLINA**

**SCHOOL PERSONNEL ADMINISTRATION
EDLP J702
SPRING 2006**

Instructor:

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Office Hours: Monday 9:00-12:00; 2:00-4:00
Tuesday 9:00-12:00; 2:00-4:00
Other times by appointment

Face-to-face sessions:

There will be three face-to-face sessions. These sessions will be at the main campus in Columbia in Wardlaw 126. These Saturday sessions are vital to the quality of the class so put them on your calendar. The sessions are scheduled for January 7 (11:00-12:00), February 25 (10:00-2:00), April 22 (10:00-2:00). The January date is especially useful and important as it provides a one-day opportunity for students registered for EDLP700 (10:00-11:00), EDLP702 (11:00-12:00), EDLP704 (12:00-1:00), or EDLP705 (1:00-2:00) to have an orientation to web-based instruction, to meet professors, to review syllabi, to receive blackboard assistance, and to receive advisement as needed.

Technology note: Given the nature and logistics of the course I expect you to have reliable access to a computer to access the internet and to utilize Blackboard throughout the duration of this course. Computers are available on-campus and you may use them if you do not have access otherwise.

In particular, in lieu of traditional weekly class meetings please note that the content of this course comes by way of web-based presentations from Dr. Ed Cox and Dr. Joe Flora. These professors in our EDLP department have constructed an overview of the key elements from the text. You will have access to these presentations through a web-based platform known as Breeze. At your convenience, and at virtually any internet access site, you can access the URL's that I provide and then work your way through the course content. All assignments are provided within the slides on the web. The only two fixed deadlines are at the mid-term and final face-to-face meetings. In other words, on two occasions you will submit work, either by blackboard posting or by hard copy, at the face-to-face sessions.

My role in this course is to facilitate your understanding of the personnel administration functions. I will do this by responding to your questions by email, by posting additional or instructive readings relative to course content, and by providing formative feedback to submissions. You will note below that I have provided a calendar for the term. Each week (on

Thursdays) I provide a date for submission of any work on which you want feedback. Remember, these dates are for guidance only and you are not required to submit work each week. If, however, you desire my feedback (formative) relative to specific assignments, then you must submit that work to me by the date listed. Otherwise, I will only see the assignments at the mid-term and final face-to-face dates and these assignments will be summative.

Web-based instruction has the benefit of offering you the freedom to do your work at your convenience. This freedom can sometimes be a liability. I suggest that you stay on a schedule of completing work each week and when possible move ahead. There will be times when your life and your family's events will conflict with the schedule. This type of challenge is normal and will continue to be a challenge as you assume leadership positions in schools. Also, there will be times when technology is undependable. Again, a normal expectation! So, please plan ahead on all deadlines just in case there is a problem with technology. Your role as a leader is to anticipate such events and not to become victim to them.

One of your first responsibilities in this class is to be certain that your Blackboard information is up to date. In particular, check the personal information portion and check the email address. I will be corresponding to you via blackboard, thus the obvious importance of that being correct. At the orientation on January 7, we will have access to computers for you to update the blackboard information and to practice Breeze. It also occurs to me that there will be some of you that are unfamiliar with Blackboard, Breeze, etc. and the January 7 meeting will be a time I can help you get comfortable with the technology. In anticipation of Blackboard work, you may find this link to the instructional support department helpful.

http://www.ed.sc.edu/ois/howtoguides/specific_software_programs/blackboard_student.htm

College of Education Vision Statement:

The College of Education at the University of South Carolina will distinguish itself as a state and national leader in its efforts to be responsive, engaged, and collaborative in addressing the needs of its students, professions, and community. These characteristics will be the hallmarks of the Colleges teaching and learning activities, research mission, and service obligations as it achieves excellence through focused involvement.

Mission of the M. Ed.:

The Department of Educational Leadership and Policies offers a Master of Education (M. Ed.) degree in Educational Administration. The M. Ed. provides coursework that will lead to principal certification in South Carolina.

The study of educational leadership is dynamic and fluid. It requires an understanding of the nature of human growth and development, fundamental grounding in the leadership of others, and the pragmatic realities of managing people, budgets, facilities, and activities. The study of educational leadership further provides preparation for the analysis of policies related to each of these understandings and professional work serving the peoples of this state and nation.

Course Texts:

Rebore, Ronald W. (2004). *Human Resources Administration in Education*. (7th ed). Allyn and Bacon: Boston.

Course Description:

Personnel management in the public schools with attention to such issues as teacher supply, recruitment, selection, staff development, supervision, teacher welfare, legal rights/liability of school personnel.

Course Goals:

1. To gain an understanding of the theory and research used to support effective school administration.
2. To develop the communication skills which facilitate successful school leadership including listening, speaking, and writing.
3. To gain a more in-depth understanding of your own administrative strengths, limitations, preferences, and habits.
4. To develop a personal paradigm through which the complete development of the human resources in a school can be accomplished.
5. To develop foundations relative to the establishment of legally defensible personnel policies and procedures in educational institutions at various levels.
6. Examine legally and educationally sound methods of effective recruitment, selection, assignment, and evaluation of personnel (including all teaching and auxiliary personnel).
7. Analyze legally effective avenues for coping with problems of employee welfare including negotiating with employee groups.

Instructional Strategies:

1. On-line delivery, web-based instruction
2. Discussion/questioning
3. Problem solving
4. Discovery
5. Role playing/simulation/games
6. Case study analysis, group work

Course Requirements:

1. Attend three face-to-face class meetings at USC.
2. Read and be prepared to discuss and evaluate all class material.
3. Submit all assignments by blackboard or in-person by due dates
4. Participate in all on-line and class discussions and activities.
5. Complete all exams.

Midterm (Chapters 1-5) and final exam (Chapters 6-10) are primarily objective and cover the material in the book and the material presented on the web. All students must come to Columbia to take the midterm and the final exam.

Special note:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share

with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

Assignments & Grading:

Midterm exam (chapters 1-5)	45 points
Final exam (chapters 6-10)	45 points
Attendance/Modules	<u>10 points</u>
Total Possible Points	100 points

Test Due Dates:

Midterm exam	February 25 (in Columbia); Wardlaw 126 10:00-2:00
Final exam	April 22 (in Columbia); Wardlaw 126, 10:00-2:00

Course Schedule:

	Dates	Topics	Readings and Assignments
Session 1 Face-to-face	1/7/05	Introduction; Overview, Review of Syllabus	
Session 2 Breeze Slides # 1-10	1/19/05	Organizational Dimensions	Chapter 1 Rebore Text Module #1 Due
Session 3 Breeze Slides # 11- 27	1/26/05	Human Resources Planning	Chapter 2 Assignment 1: Cohort Survival Chart Module #2 Due
Session 4 Breeze Slides # 28- 34	2/2/05	Recruitment	Chapter 3 Assignment 2: Discussion Questions & Recruitment presentation
Session 5 Breeze Slides # 35- 43	2/9/05	Selection	Chapter 4 Assignment 3: Discussion Questions Module #3 Due
Session 6 Breeze Slides # 44- 51	2/16/05	Placement & Induction	Chapter 5 Assignment 4: A) Induction B) Mentorship Program
Session 7 Face-to-face	2/25/05	Mid-Term Exam Case Study Simulation Activity In-Basket Activity	Turn In Assignments 1-4 Wardlaw 126 USC Campus, Columbia
Session 8 Breeze NEW URL: Slides # 1-20	3/16/05	Staff Development	Chapter 6 Discussion Questions 1, 2, & 3
Session 9	3/23/05	Performance Evaluation	Chapter 7 Module #4 Due

Breeze Slides # 21-27			
Session 10 Breeze Slides # 28-39	3/30/05	Compensation	Chapter 8 Module #5 Due
Session 11 Breeze Slides # 40-45	4/6/05	Collective Negotiations	Chapter 9
Session 12 Breeze Slides # 46-49	4/13/05	Legal, Ethical, and Policy Issues in Administration	Chapter 10 Discussion Questions 1 & 2
Session 13 Face-to-Face	4/22/05	Final Exam In-basket Activity	Turn in assignments Discussion Questions 1 & 2 Wardlaw 126 USC Campus, Columbia

URL for sessions 1-5: <http://breeze.sc.edu/p58988652/>

URL for sessions 6-10:

Selected Bibliography:

- Alvy, H.B. and Robbins, P. (1998). *If I Only Knew...Success Strategies for Navigating the Principalship*. Corwin Press, Inc.
- Bennis, W., and Norris, B. (1997). *Leaders: Strategies for Taking Charge*. Harper Business.
- Covey, Stephen R., (1990). *The Seven Habits of Highly Effective People*. Simon and Schuster.
- Covey, Stephen R., (1992). *Principle Centered Leadership*. Simon and Schuster.
- De Pree, M. (1990). *Leadership is an Art*. Dell Publishing.
- Dolon, Patrick W. (1994). *Restructuring Our Schools*. Systems and Organizations/Kansas City.
- Kelehear, Z. (2006). *The Art of Leadership: A Choreography of Human Understanding*. Rowman & Littlefield Publishers.
- Kouzes, J.M., & Posner, B.Z. (1995). *The Leadership Challenge*. Jossey-Bass.
- Schlechy, Phillip C. (1997). *Inventing Better Schools: An Action Plan for Educational Reform*. Jossey-Bass, Inc.
- Sergiovani, Thomas J. (1992). *Moral Leadership: Getting to the heart of school improvement*.

Jossey-Bass.

Sergiovani, Thomas J. (2001). *The Principalship*. Allyn & Bacon (4th ed).

Sergiovanni, Thomas J., & Starratt, Robert J. (2002). *Supervision: A Redefinition* (7th ed).
McGraw Hill, Inc.