

# EDUCATION ADMINISTRATION (EDAD)

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## Courses and Descriptions

### EDAD 501 Educational Leadership and Organizational Theory 3 Credits

This introductory course will provide leadership candidates with a framework for understanding the complexity of organizational behavior in an educational setting. Theories and issues in the technical core of teaching and learning, educational governance, leadership, communication patterns, decision-making, school culture, organizational problem solving and school change will be presented, examined and applied through a series of case studies and student initiated inquiry/research projects and presentations. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state and national standards.

### EDAD 505 Supervisor/Teacher Leadership for Improved Instruction and Student Learning 3 Credits

This course will explore the supervisory and evaluation practices in K-12 settings by examining and identifying the relationships among collegiality and collaboration, educational leadership, and the improvement of instruction. This course will emphasize the development of practical observation skills and approaches and the development of appropriate professional growth plans to enhance staff performance and bring about increased student learning. Multi-track evaluation programs will be examined as well as an analysis of current observation and supervisory approaches used in school districts. Participants in the course will develop a personal supervisory platform. This course will emphasize the development of collaborative and clinical supervision approaches as well as communication skills and interpersonal qualities of the effective supervisor. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state and national standards.

**Prerequisite(s):** Permission of Program Director.

### EDAD 507 Education and the Law 3 Credits

This course will address legal issues and requirements confronting educational leaders in school settings. Students will be introduced to varied legal requirements that pertain to educational settings. Legal concepts and issues, and policies and procedures relating to students, parents, teachers and administrators, the board of education, and the community will be introduced and examined. Some of the topics referenced will include: regulations and the key concepts in the Individuals with Disabilities Education Act and the Americans with Disabilities Act; No Child Left Behind legislation; church-state issues; free-speech rights of students, teachers and extracurricular groups; curriculum development and implementation; rules governing student and staff conduct; creating and maintaining a safe school environment; child abuse; search and seizure procedures; affirmative action requirements; and, due process procedures. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards.

### EDAD 508 Leadership in School Business Administration 3 Credits

The educational leadership required to establish an effective relationship between school business services and the success of the total educational program is the primary focus. The professional and legal responsibilities of the school business administrator to manage the organization and resources, identifying and solving problems and issues related to the effective and efficient operation of school district, will be reviewed. Specific legal and code requirements and best-practice organizational and management procedures critical to the administration of a public school district will be examined. Topics studied include: organization and management of the district business office; development of strategic planning models; traditional and program oriented budgets; and, application of technology to instruction and management of school and district fiscal operations. Importance of "generally accepted accounting procedures" in district operations is emphasized. Other topics include: personnel, enrollment, and resource forecasting; debt service and insurance expenses; food services, transportation, and facility operations; supply management and facility maintenance; and temporary financial investments. Students demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards and professional development standards, the Standards for School Leaders of the Interstate School Leaders Licensure Consortium, and the candidate proficiencies developed by the Educational Leadership Constituent Council.

### EDAD 509 School Financial Management and Accounting 3 Credits

This course examines the historical precedents and current procedures that regulate and control the funding and financial operations of school districts. The leadership role of the school business administrator, ensuring the operation of the district in compliance with policy, procedure, and code, is a central theme. Judicial decisions, federal and state legislation, the planned curriculum, and generally accepted business practices that impact on the operation of the total educational program in school districts will be reviewed. Some specific topics of study will include: the leadership role of the school business administrator in monitoring, assessing and reporting on fiscal operations; determining taxation rates; and, developing non-public sources of revenue. The impact of state imposed "cap" regulations and negotiated bargaining unit benefit packages and agreements will be assessed with regard to possible budget growth and development. Enrollment, revenue, and cash flow projections; the fiscal controls used to approve, manage and track expenditures; regulations and restrictions on the use of school funds; school district surplus and debt regulations; current and emerging fiscal concerns in school budget planning and development; and, the role of the school fiscal structure in relation to the local, state, and federal governments are other important topics to be developed. Advanced study in double entry accounting procedures will be a major component in the course. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards and professional development standards, the Standards for School Leaders of the Interstate School Leaders Licensure Consortium, and the candidate proficiencies developed by the Educational Leadership Constituent Council.

**EDAD 510 Seminar/Practicum in Teacher Leadership and Supervision 3 Credits**

This course requires the student to self-assess supervisory leadership strengths for the purpose of establishing an agenda for an extensive site-based internship. The internship agenda is guided by national leadership standards that ensure a comprehensive exposure to supervisory responsibilities. Students deepen their understanding of supervisory theory and best practice and apply this knowledge to the development and refinement of a personal leadership platform. Considerable attention is placed on understanding the ethical basis of supervisory practice. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state and national standards.

**Prerequisite(s):** CURR 531 with a minimum grade of D and (CURR 532 with a minimum grade of D or CURR 538 with a minimum grade of D), and EDAD 505 with a minimum grade of D, and Permission of Program Director.

**EDAD 511 Group Process in Supervision for Creative Change and Collaboration in Schools 3 Credits**

This course will apply theory and research to the supervisory function of developing group capacity in educational settings. Students will identify group process "best practices" to be modeled by educational leaders. Candidates will develop and refine techniques, strategies, and personal skills facilitating the development of helping and caring relationships with faculty and staff, while promoting interactive communication with stakeholders concerned with improving teaching and learning. Students will demonstrate effective supervisory behaviors in class sessions and simulations that represent daily challenges and opportunities present in school settings. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards.

**Prerequisite(s):** EDAD 505 with a minimum grade of D.

**EDAD 512 School Facility Planning and Development 3 Credits**

This course will examine the leadership role of the school business administrator in facility planning, renovation, and expansion. The essential linkage between guiding principles, existing and proposed facilities, and the implementation of the total educational program is considered from both theoretical constructs and practical applications. Major topics of study will include: the development and revision of long-range facility plans; the role of the state Economic Development Authority; the critical review of state proposed "model" school buildings; and, the process of drafting educational specifications. In addition, required site plan reviews by state and local officials; the referendum approval process; and, the integral role of professional services (public opinion consultants, attorneys, demographers, architects, financial consultants, public information agencies, etc.) will be discussed. Students will evaluate geographic, socio-political, financial, and ecological considerations in proposed school construction. Planning for new and emerging technology, addressing health, safety, and security considerations, ensuring barrier-free access, incorporating energy conservation measures, and the utilization of school buildings by the greater community will be overarching themes developed. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards and professional development standards, the Standards for School Leaders of the Interstate School Leaders Licensure Consortium, and the candidate proficiencies developed by the Educational Leadership Constituent Council.

**EDAD 513 Human Resources in Education 3 Credits**

This course will develop the practical and theoretical knowledge of the human resources function in the educational setting. Emphasis will be placed on understanding and utilizing human resources functions and processes to identify needs and address issues in both instructional and non-instructional positions. The student will gain an understanding of the inter-relationship that exists between organizational climate, strategic planning, and the established policies and regulations of the human resources function. Students will develop a comprehensive understanding of the importance of recruitment, selection, mentoring and evaluation of faculty and support staff. Emphasis will be to continuously identify issues that are legal requirements in human resources administration or required by federal or state regulations. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards and professional development standards, the Standards for School Leaders of the Interstate School Leaders Licensure Consortium, and the candidate proficiencies developed by the Educational Leadership Constituent Council.

**Prerequisite(s):** EDAD 505 and EDAD 511.

**EDAD 514 School Finance and Fiscal Management 3 Credits**

This course will examine the principles and court decisions involved in shaping the legal framework of school finance. Students will examine the historical spending patterns of a school district budget and develop new budget proposals using "generally accepted accounting procedures" and the appropriate state budgeting codes. Students will study school budgeting procedures as a tool for program and school improvement. The class will examine the financial implications associated with site-based management models and whole school reform. Legislation pertaining to the financing of short and long term debt will be examined. Students will use technology to gather data; identify non-tax based resources; create presentations for specific audiences; and, work with models of data driven indicators to examine issues of equity, efficiencies and resource deployment. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards.

**Prerequisite(s):** EDAD 501 with a minimum grade of D.

**EDAD 515 Mentoring Beginning Teachers 3 Credits**

This field-based practicum requires that each student work with a novice teacher (student teacher or beginning teacher) while enrolled in the course. Through reading, observation, biography and interview, students will explore how novice teachers acquire teaching knowledge and skill. By researching their own practice as mentors, reading relevant literature and participating in critical dialogue in seminars, students will explore and evaluate methods of facilitating and supporting novice teachers' professional growth.

**EDAD 521 Using Research Strategies and Analysis of Data to Make Decisions in Schools 3 Credits**

This course will develop the skills needed by educational leaders at all levels to interpret, use, and apply statistical concepts and research methodologies in critical administrative and supervisory functions. Statistical methodology will be used to further understanding of different research strategies. Students will interpret data and make informed decisions regarding the frameworks, implementation, and evaluation of instructional programs and practices designed to improve teaching and learning in school, district, and national settings. Course activities and field work will include: scenario and case study analyses; the use of critical friends' discussion groups; the application and use of different technologies and software programs; and, the identification of appropriate problem solving and resolution strategies. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards.

**Prerequisite(s):** EDAD 501 and EDAD 514.

**EDAD 591 Seminar/Practicum in Educational Leadership/Supervision 3 Credits**

This is the first of two "capstone" internship courses for candidates in the leadership program in educational administration. The course meets New Jersey Department of Education requirements for an extended administrative internship in the schools. This course is taken in the fall semester and is followed in the spring semester with EDAD 592. After analysis of leadership strengths, based on a self-assessment completed by the candidate, specific internship experiences will be cooperatively planned by the candidate, site-based mentor, and instructor. The capstone internship will build on strengths, develop growth experiences, be substantial and sustained, and be ethically informed. Students will cooperatively evaluate and problem-solve internship experiences, assess leadership performance from best-practice perspectives, finalize the development of a leadership platform statement, review and discuss topics and scenarios derived from readings and other resources, engage in simulations and case analyses, and interact with students in other graduate programs. Presentations by practicing administrators and other school personnel will provide understanding of the patterns of interaction that occur among different leadership positions in educational institutions. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards. Enrollment by permission of Instructor.

**EDAD 592 Seminar/Practicum in Educational Leadership/Supervision 3 Credits**

This is the second of the "capstone" internship course sequence that coincides with the school-year calendar and is taken during the spring semester. In combination with EDAD 591, the course meets New Jersey Department of Education requirements for an extended administrative internship in the schools. Students will continue pursuing field-based internship projects initiated in EDAD 591 in collaboration with a site mentor and the course instructor. Students will demonstrate course understandings through actual classroom and school applications that are referenced to state adopted core curriculum content standards, professional development standards and national school leadership standards. Enrollment by permission of instructor.

**Prerequisite(s):** EDAD 591.

**EDAD 600 Independent Study and Research in Educational Administration 1-3 Credits**

Course content varies with the academic research interests of students who wish to engage in independent study related to the overall content of educational administration.