

The University of Texas-Pan American
College of Education, Department of Educational Leadership
Course Syllabus: EDUL 6393, Administration of Staff Personnel
Semester: Fall 2009
Instructor: Rebecca Morrison
Office: EDUL 1.514, Class meets Thursday 7:10pm to 9:55pm
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General Policies: Attendance requirements: students are expected to maintain perfect attendance. Unexcused absences and tardiness will cause grade to be lowered.

Statement on Academic Dishonesty, Plagiarism, Copyright Infringement: all work submitted by the student will be in compliance with copyright laws. Plagiarism and or dishonesty will result in severe action including submission of the act in question for proper University action. Classroom Conduct: students are expected to model best behavior practices as evidenced in exemplary settings. Students will be attentive, respectful, well-mannered and courteous.

Enrollment in the Course: if the student does not appear on the class roster by the 12th class day, the student will be dropped from the class. It is the student's responsibility to check with the Office of Admissions and Records to ensure that you are properly enrolled by the 1st class day.

Make-up Work: students are allowed to attend the corresponding class section provided the topic discussed parallels the lesson for the week.

Documented Disability: If you have a documented disability which will make it difficult for you to carry out the work outlined and/or if you need special accommodations/assistance due to the disability, please contact the Office of Services for Persons with Disabilities (OSPD), Emilia Ramirez-Schunior Hall, Rm. 100 immediately. Appropriate arrangements/accommodations can be made.

Course Description: This course will entail an examination of personnel organization, administration and function in Texas school systems. This includes the inter-relationships among various positions as well as the study of policy, legal compliance, ethics and general personnel management.

Course Objectives:

- . Develop an understanding of personnel administration functions within the total school organization.
- . Develop a working knowledge of personnel policy.

- . Recognize major societal factors which affect personnel administration. .
- Understand staffing from district and campus perspectives.
- . Understand the concept of personnel recruitment and selection.
- . Understand the concept of staff development and its overall importance in the school organization.
- . Understand the need for personnel evaluation and the ramifications associated with staff appraisal.
- . Develop a thorough understanding of the legal system in the overall function of personnel.
- . Understand ethical issues in personnel administration.

Course Requirement: all of the topics covered below will be correlated to the Texas Education Code (www.tea.state.tx.us) and competencies assigned to this course. FIELD EXPERIENCE-Students will spend time . researching for materials in their district of employment. It is suggested that the student examine the campus structure, then proceed to the district level in order to develop a more comprehensive perspective of the functions associated with each topic. A log will be kept by each student regarding the dates, time and persons contacted during the Field Experience sessions. The student will be responsible for making all contacts with district personnel responsible for implementation or dissemination of the functions associated with each topic. The log will also reflect the T.E.C. source and the assigned correlations. See sample included at Appendix. Students will be prepared to discuss the topics relative to district/campus function and implementation, the T. E. C. and the competencies.

Course Outline:

August 27, 2008-Introduction, Goals, Ethics.

September 3-Organizational Charts, Board Policies, Job Descriptions

September 10-Staffing Patterns, Need Staff Development for respective district.

September 17 Recruitment, Screening, Selection, Employment, Assignment and Certification

September 24-Administration, Support and Auxiliary Personnel

October 1-Legal Issues in Personnel Administration

October 8-Personnel Compensation, Benefits and Rewards

October 15 Induction of New Personnel, Retention and Quality of Life

October 22 Employee Motivation and Celebrations

October 29---Employee Evaluations (all)

November 5-Conflict Management, Grievances, and Resolution

November 12-Contracts, Employment, Reduction in Force and Terminations

November 19-Communications and Working Relationships with all Administrative levels

November 26-Unions and Collective Bargaining

December 3-Site-based Decision Making Committees, Participatory Management Working Relationships

December 10-Retirement, The Teacher Retirement System, Semester in Review and Final Exam.

The following competencies apply to this course

1. Create a campus culture that sets high expectations, promotes learning, and provides intellectual stimulation for self, student and staff.

Implement strategies to ensure the development of collegial relationships and effective collaborations.

2. Apply skills for building consensus and managing conflict.
3. Model and promote the highest standards of conduct, ethical principles, and integrity in decision-making, actions, and behaviors.

Implement policies and procedures that promote professional educator compliance with The Code of Ethics and Standard Practices for Texas Educators.

Apply laws, policies, and procedures in a fair and reasonable manner.

- Apply knowledge of ethical issues affecting education
5. Analyze instructional needs and allocate resources effectively and equitably.
 6. Work collaboratively with other campus personnel to develop, implement, evaluate and revise a comprehensive campus professional development plan that addresses staff needs and aligns professional development with identified goals.

Facilitate the application of adult learning principles and motivation theory to all campus professional development activities, including the use of appropriate content, processes and contexts.

Allocate appropriate time, funding, and other needed resources to ensure the effective implementation of professional development plans.

Implement effective, appropriate, and legal strategies for the recruitment, screening, selection, assignment, induction, development, evaluation, promotion, discipline, and dismissal of campus staff.

Use formative and summative evaluation procedures to enhance the knowledge and skills of a campus staff.

Diagnose campus organizational health and morale and implement strategies to provide ongoing support to campus staff.

7. Implement appropriate management techniques and group process skills to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment.

Frame, analyze, and resolve problems using appropriate problem-solving techniques and decision-making skills.

Use strategies for promoting collaborative decision-making and problem solving, facilitating team building and developing consensus.

8. Acquire, allocate, and manage human, material and financial resources according to district policies and campus priorities.

Assignments

1. Maintain a portfolio archiving all pertinent materials acquired throughout the course.
2. Maintain a log depicting the date, time, place and persons contacted in acquiring and interviewing administrative personnel responsible for each of the areas contained in the Course Outline.
3. Write a 5 to 7 page comparative paper concerning the differences between the administration of an elementary, middle, and high school. Visits to each campus are required. Include an organizational chart for each campus: develop one, if not available.

Grading process

Field Experiences = 20%

Comparative Assignment = 40%

Portfolio and Log = 20%

Final Exam = 20%