THE ADMINISTRATOR AS PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

This course provides school district administrators the fundamental concepts of planning, designing and constructing new educational facilities and/or the rehabilitation, remodeling or modernization of existing facilities. Additionally, the course includes operation and maintenance programs. (3)

II. Prerequisite(s):

Admission to the Ed.S. program or instructor’s permission

III. Purposes or Objectives of the Course:

Upon completion of the course, the candidate will be able to:

A. Understand and apply skills related to plant management.

B. Understand staffing patterns, student grouping and organizational structures relative to planning facilities which will be supportive of teaching and learning.

C. Understand the importance as well as the development of long-range programs for plant planning.

D. Utilize technology in data collection, data analysis and assessment strategies relative to plant planning.
E. Develop procedures and processes for writing educational plant specifications.

F. Assess the role of the architect and general contractor as well as the selection process for architect and contractor.

G. Interpret federal, state, and local health regulations and guidelines including ADA.

H. Analyze special education program requirements and other special needs.

I. Develop sound economical and efficient maintenance and operation programs.

**IV. Student Learner Outcomes:**

A. Students will be able to analyze special education program requirements and interpret federal, state, and local health guidelines including the Americans with Disabilities Act and apply these rules and regulations to facilities planning and development.

B. Students will be able to critically analyze the administrator’s role/responsibility in facility evaluations for staffing needs, equipment needs, product usage, facility safety and budget development for facility operations.

C. Students will be able to analyze school data information for the purpose of facility expansion and additions. Students will be able to assess and critique professional service vendors competencies including; architects, building contractors, chemical vendors, and safety specialist.

**IV. Expectations of Students:**

A. Active participation in class discussions, panels, special reports, etc.

B. Satisfactory completion of projects dealing with issues and/or problems identified through class discussions.

C. A term report dealing with one of the various phases of the planning and construction process will be assigned to each student. Each report will be presented to the entire class.

D. Satisfactory examination performance.

E. Participation in planned visitations to works in progress and exemplary educational facilities within the service area.
VI. Course Content or Outline:

A. Theory and Principles of Facility Planning
   1. The evolution of educational facilities
   2. Educational psychology and facilities
   3. Educational technology, promising concepts, and innovative practices

B. Procedures and Criteria for Long-Range Planning
   1. School surveys
   2. The school building survey
   3. The prerequisites of architectural planning
   4. Leeway for change
   5. Adequacy, efficiency, and economy
   6. Planning for energy conservation

C. Planning an Educational Facility
   1. A practical plan
   2. Safety, health, and comfort
   3. Acoustical and visual environments
   4. Planning elementary and middle schools
   5. Planning secondary school buildings
   6. Post-planning procedures and construction costs

D. Modernization, Maintaining, and Operating an Existing Facility
   1. Modernization of educational facilities
   2. Maintenance and operation

VII. Textbook(s):


VIII. Basis for Student Evaluations and Performance Outcomes:

The weight of evaluation criteria may vary at the discretion of the instructor and will be indicated at the beginning of each class.

A. Oral Discussion/Reports

B. Examinations

C. Written Papers
D. Planning a building program
E. Budgeting
F. Designing
G. Scheduling a building program
H. Facility Evaluation
I. Interviewing architects

IX. Grading Scale
The weight of the evaluation criteria will vary according to each instructor and will be communicated at the beginning of the course.

X. Academic Policy Statement:
Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to: http://www6.semo.edu/judaffairs/code.html

XI. Student with Disabilities Statement:
If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs. Refer to: http://www.semo.edu/cs/services/disability.htm

XII. Harassment and Civility
The University strives to offer learning experiences and opportunities designed to help candidates think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments. A major determinant of a successful educational experience is a shared sense of respect among and between the candidates and their instructor. Mutual respect for all as well as a no tolerance policy on harassment of any kind is expected. Every candidate at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property.

XIII. Dispositions
Professional Dispositions for Educational Leadership
The Dispositions, as assessed within Educational Leadership are guided by the central core of the Conceptual Framework. The beliefs and attitudes related to the areas of competence, reflection and caring, were the guiding force in establishing the dispositions assessed at the beginning and end of coursework. These dispositions
continue to be validated by P-12 personnel, faculty and the candidates themselves as the evaluation process evolves. In 2007, an Improvement *Disposition* Plan (IDP) form was created to inform and remediate the candidates who did not meet or exceed the expectations of the unit. The IDP form is available for faculty to utilize during supervision of field experiences, as well as in the classroom setting.

The following assessed *dispositions* are listed under the applicable Conceptual Framework Term.

**Competent:**
- Committed to the development of a quality learning environment
- Willingly shares ideas and materials with others
- Prefers being part of a team
- Maintains high ethical and professional standards
- Is aware of program policies and professional practices
- Responds to program guidelines positively
- Maintains a professional appearance
- Recognizes the variety of ideas, values and cultures in the larger political, social, economic, legal and cultural context.
- Receptive to change for continuous improvement of learning environments
- Displays a results-oriented (professional program assessment) mentality
- Quality of oral expression is good and effective with a variety of audiences
- Exhibits effective written expression with proper mechanics and spelling

**Reflective:**
- Makes decisions that enhance learning and instruction
- Is willing to take risks to improve candidate achievement (learning)
- Is creative and resourceful and independently implements plans
- Demonstrates the ability to distinguish between relevant and irrelevant information
- Poses probing questions and identifies problems regarding educational issues
- Demonstrates appropriate analysis, synthesis and evaluation of data and information
- Solicits input and feedback from others
- Properly channels constructive criticism to the improvement of programs and learning

**Caring:**
- Believes that all candidates can learn
- Sees education as a key to opportunity and social mobility
- Maintains a high rate of attendance
- A self-starter who identifies needs and attends to them immediately
- Displays good judgment regarding the maintenance of good relationships
- Is diplomatic and sensitive to others’ feelings and opinions
- Appears to be deeply committed to a career in administration
- Displays enthusiasm for the profession

XIV. Alignment of Standards to Course Objectives

<table>
<thead>
<tr>
<th>Objective</th>
<th>Conceptual Framework</th>
<th>ELLC/ISLLC Standard Met</th>
<th>MOSTEP Standard Met</th>
<th>Assessment Assuring that the Objective has been met</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Apply leadership theories and models for administrative roles and school improvement.</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3</td>
<td>Standard 1.2,3,4,5,6</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6</td>
<td>*Class participation *Analyze Strategic Planning Documents</td>
</tr>
<tr>
<td>B. Construct and maintain leader-follower relationships to improve schools.</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3</td>
<td>Standards 1.2,3,4,5,6</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6</td>
<td>*Class participation *Analysis of Strategic Planning Documents</td>
</tr>
<tr>
<td>C. Use leadership in change processes for systems, organizations and individuals.</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 5.1, 5.2, 5.3</td>
<td>Standards 1, 2, 3, 5</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.5</td>
<td>*Class participation *Analysis of Strategic Planning Documents</td>
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<td>D. Identify influence/authority distinctions as applied to the larger political, social, cultural and economic issues.</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3</td>
<td>Standards 1.2,3,4,5,6</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6</td>
<td>*Class participation *Analysis of Strategic Planning Documents</td>
</tr>
<tr>
<td>E. Analyze interrelationships between the roles of philosopher, leader, and manager and followers</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3</td>
<td>Standards 1.2,3,4,5,6</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6</td>
<td>*Class participation *Analysis of Strategic Planning Documents</td>
</tr>
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<td>F. Critique professional ethical leadership relating to shared vision and strategic plan.</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 5.1, 5.2, 5.3</td>
<td>Standards 1.2,3,5</td>
<td>1.3.1, 1.3.2, 1.3.3, 1.3.5</td>
<td>*Class participation *Analysis of Strategic Planning Documents</td>
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<td>G. Examine professional code</td>
<td>1.2, 1.3, 1.4, 1.5, 2.1, 2.2</td>
<td>Standards 1.3.1, 1.3.2</td>
<td></td>
<td>*Class participation</td>
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XV. Relationship of the Conceptual Framework to Standards

The increasing emphasis on professional standards for educators that focus on resultant dispositions and School Leaders Licensure Assessment (SLLA) and the School Superintendent Assessment (SSA) results of program graduates has reinforced the relevance of the College’s emphasis on a synergistic meld of the themes of competent, reflective, and caring as the foundation of its conceptual framework. As the lists of expected achievement indicators, competencies, and dispositions issued by government and professional groups become more extensive, only a competent professional who assiduously reflects on his/her teaching, while maintaining a caring attitude, is and/or will be capable of meeting the intent of those standards. For a unit the size of the College of Education at Southeast Missouri State University, the broad applicability of competencies, reflective learning, and caring supports its utility as a purposeful conceptual framework that all constituents apply to their work. Specific instances of how the conceptual framework influences work within programs will be found in evidence provided by the programs.

It is the collaborative belief of the faculty of the College of Education at Southeast Missouri State University and the professional community of educators who work with the College to prepare future educators at all levels that any overarching statement or theme must encompass a vision for the entire College and its constituent parts. That vision, encapsulated within a theme statement, is to prepare pre-service professionals and to encourage and support the teacher, the administrator and the counselor in their efforts to at all times be, act and believe as competent, reflective and caring professionals in their support of all learners. Given that such a vision arises from divergent constituencies, in diverse fields within education, it is important for us to be clear on what constitutes the foundational pieces on which this vision rests. While the primary tenets of this vision are our collective belief that to be professional educators, one must be competent, reflective and caring in both the personal and professional senses, equally important are the many components that we believe are both required and evoked by those three attributes. These components are to be found in the collegially derived descriptions for teacher education, administrator education and counselor education. We have developed visions for each of these areas as separate descriptions because we felt that while intertwined in the College and in the field, each approaches the task through curricular and pedagogical means unique to that field.

The general theme of the vision, as noted above, is that each of these areas strives to nurture and prepare the pre-service candidate, and challenge and stimulate the continuing professional to be a competent, reflective and caring professional, so they can meet the needs of diverse learners. These efforts include continuous endeavors to creatively incorporate technology throughout their individual subject area fields, to promote understanding and appreciation for diversity, and to support the development of literacy skills needed in an increasingly complex society. This Conceptual Framework
model, with the six centrally located terms of competent, caring, reflective, diversity, technology and literacy, provide guidance for all programs in the College of Education in a continuous effort to develop, utilize and assess proficiencies according to standards evidenced in college, state and national standards.

XVI. Knowledge Base References:


Questions, comments or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues involving this class may be taken to Ruth Ann Roberts, Chair; Department of Educational Leadership & Counseling.

DEPARTMENTAL APPROVAL DATE: 4/17/12
COLLEGE COUNCIL APPROVAL DATE: 5/8/12