

# EDUCATIONAL ADMINISTRATION (EA)

## Courses

### EA 663 Building a School Learning Culture (4)

This course is designed as a foundational course for aspiring Building Level Administrators. The course will provide building leaders information to develop a school vision and to build an environment for a successful school learning culture. Course assignments will help future building administrators learn how to create and sustain a collaborative school vision, how to assess and encourage a healthy learning culture, and how to develop and maintain a rigorous and coherent instructional program. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental Permission.

### EA 664 Creating and Evaluating the Instructional Program (4)

This course will prepare aspiring school building administrators to develop and revise curriculum and instruction within the building, including the differentiation of instruction to meet the needs of all students. Learning how to provide supports for all students will be an essential element of this course. Teacher evaluation models will be explored along with how professional development can improved and enhance teacher performance. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 666 Building Level Management (4)

This course is one of the four courses required for building level leadership licensure. The course will cover topics regarding the management of a school building, including budgeting, facility management, instructional scheduling, building wide discipline management, and capacity for building leadership. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 667 Leading and Engaging a Collaborative Environment (4)

This course deals with communication within the school and the greater school community, including parents and community partners. Building relationships and practicing distributed leadership concepts are also a part of this course. All aspects of school improvement will be explored including the professional responsibility and ethics within the school community. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 673 Creating a Systemic District Learning Culture (4)

This course is designed as a foundational course for aspiring District Level Administrators. The course will provide district leaders information to develop a district vision and to build an environment for a successful district learning culture. Course assignments will help future district administrators learn how to create and sustain a collaborative district vision, how to assess and encourage a healthy learning culture, and how to maintain and support a rigorous and coherent instructional program. The course will include a one-credit hour practicum where the district level candidate will practice and implement the course objectives in a real life setting. Prerequisite: Departmental permission

### EA 674 Spec Topics In Ed Admin (1-3)

Topics vary each semester & are announced in advance. May be repeated. Prerequisite: Chair & instructor consent.

### EA 675 Creating and Evaluating a Systemic Instructional Program (4)

This course will prepare aspiring district administrators to review, evaluate, and lead revision of curriculum and instruction at a district level, including the differentiation of instruction to meet the needs of all students. District level supports of all students through special education, general education intervention, behavior interventions, and other supports will be addressed. Teacher and principal evaluation models will be explored along with how professional development can improved and enhance teacher and principal performance. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 676 District Level Management (4)

This course is one of the four courses required for district level leadership licensure. The course will cover topics regarding the management of a school district, including district finances and budgeting, facility management and maintenance, human resources, and policies for district welfare and safety. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 677 Building a Systemic Collaborative District Environment (4)

This course deals with communication with the school district and the greater school community, including parents, community partners, and school board relations. A particular focus on district improvement plans and the involvement of district leadership in this process will be an essential element of this course. The course will include a one-credit hour practicum where the building level candidate will practice and implement the course objectives in a real-life setting. Prerequisite: Departmental permission.

### EA 681 Basic Concepts of Educational Administration (3)

Introduction to basic concepts underlying school building administration. Theory and practice of educational administration is analyzed and major concepts of formal organization, motivation, authority, leadership, decision making, conflict in organization, and organizational change are analyzed. Prerequisite: Graduate standing.

### EA 683 School Supervision and Staff Development (3)

Improves the instructional competencies of teachers and to help those in supervisor positions develop competencies necessary to help others improve instructional performance. Topics include the characteristics of effective instruction, alternative instructional strategies and alternative supervisory models. Prerequisite: Graduate standing.

### EA 684 School Finance & Business Administration (3)

Describes forms of school revenue including ad valorem tax and bonded indebtedness; appropriate school accounting methods according to the Kansas Department of Education; and models for effective business management. Prerequisite: Graduate standing.

### EA 686 School Law and Ethics (3)

The legal rights, duties, and responsibilities of school personnel. Specific topics in this course include due process, tort liability, negligence, and contracts. Basic legal relationships between employer, colleagues, pupils, and adults are addressed. A focus is also placed on the basic principles of ethical behavior established by legal and professional organizations, moral and legal consequences of decision making in schools, and the relationship between ethical behavior, school culture, and student achievement. Prerequisite: Graduate Standing

**EA 688 Elementary/Middle School Principalship (3)**

Role and responsibility of the principal in organizing, administering, and supervising the elementary school. Examines the multifaceted role of the building administrator. Prerequisite: Graduate standing.

**EA 689 The Building Leader (3)**

The role and responsibility of the school principal in organizing, administering, and supervising the pre-K-12 school. This course examines the multifaceted role of the building administrator. Prerequisite: Graduate standing.

**EA 692 School Community Relationships (3)**

Development of effective skills in communication, group facilitation, interpersonal relations, climate-building, conflict resolution, and relationships to the publics served. Prerequisites: Graduate standing.

**EA 694 Practicum I Educational Administration (3)**

Series of structured, field-based experiences in elementary, middle or secondary school to demonstrate competency in such administrative areas as: discipline, scheduling, counseling, financial management, line/staff relationships, professional personnel and other leadership skills. Prerequisite: Permission of instructor.

**EA 695 Practicum II in Educational Administration (3)**

Supervised field-based experience for the superintendent candidate to demonstrate competencies identified through the NCATE/ELCC categories. Field candidates will demonstrate competency in the area of finance, facilities, human resources, curriculum leadership, and other designated leadership skills. Candidates will develop an experience portfolio to validate job skills. Prerequisite: Building level licensure/certification.

**EA 696 Human Resources Management (3)**

This course deals with personnel policies and issues in the following areas of human resources: teacher recruitment, orientation, evaluation, promotion, termination, tenure, retirement, and related areas. Included will be an emphasis on adherence to legal aspects of the personnel function as well as dealing with professional organizations. Prerequisite: Building Level Licensure/Certification.

**EA 697 School Planning/Facility Management (3)**

This course is designed for aspiring school superintendents and central office leaders. This course will prepare school leaders to be proactive in developing educational specifications for school buildings thereby enhancing the educational process. This course includes the planning procedures for new buildings, remodeling and/or retrofitting buildings. Community and school surveys, site selection, design and maintenance and operations of school buildings are also components of the course. Prerequisite: Building Level Licensure/Certification.

**EA 698 The District Leader (3)**

This course is designed for individuals who wish to become central office administrators. The course emphasizes sound administration of financial, material, and human resources as necessary for optimal realization of the goals of the school district. Effective public school administrators must understand the systems principles and leadership potential which are found in the area of central office administration. Relationships with the board, community, staff, and students are a major focus. Prerequisite: Building Level Licensure/Certification.