

Course Number & Title:

EDA 6345 Human Resources and Instructional Management

Course Goals & Objectives:

1. Students will be able to implement a staff evaluation and development system to improve the performance of all staff members.
2. Students will be able to select appropriate models of supervision and staff development for the school district.
3. Students will understand the legal requirements for personnel management.
4. Students will be able to design and implement curricula and strategic plans that enhance teaching and learning in the school district.
5. Students will be able to align curricular content and assessment procedures, using various forms of assessment.
6. Students will be able to nurture and sustain a school district culture and instructional processes that will enhance learning for students and continuous professional growth for teachers.

Required Texts:

English, F. W. & Steffy, B. (2001). *Deep curriculum alignment: Creating a level playing field for all children on high-stakes tests of educational accountability*. Lanham, MD: Scarecrow Press, Inc.

Leithwood, K; Aitken, R. & Jantzi, D. (2001) *Making schools smarter; A system for monitoring school and district progress*. Thousand Oaks, CA: Corwin Press.

Webb, L. D. & Norton, M. S. (2003) (Fourth Edition). *Human resources administration: Personnel issues and needs in education*. Upper Saddle River, NJ: Prentice Hall.

Course Outline:

1. Human Resource Management

- a. The school as a social system
- b. Human motivation
- c. Adult learning
- d. Professional development
- e. Performance appraisal
- f. Supervision of professional and nonprofessional personnel
- g. Legal requirements for personnel management
- h. Administrator evaluation

2. Curriculum Planning

- a. Developing curriculum design and delivery systems
- b. Strategic planning for curriculum improvement
- c. Curriculum alignment for effective learning
- d. Using formative and summative curriculum assessment tools
- e. Using technology to enhance curriculum
- f. Understanding curriculum research and best practices

3. Instructional Management

- a. Developing, implementing, and monitoring change for learning
- b. Improving instructional practices
- c. Establishing student achievement reporting systems
- d. Understanding multicultural issues and learning styles

Instructional Methods:

The course will be delivered in a seminar fashion, with emphasis on reading, discussion, independent and group research, and field-based applications of concepts and practices.

Assessment of Student Learning:

Students will be assessed by the instructor based on quality of participation in seminar sessions, quality of written expression, presentation performance, and field work.