I. CATALOG COURSE DESCRIPTION:

Selection, assignment and evaluation of school personnel; salary and conditions of service for administrators and instructional and non-instructional personnel.

II. RATIONALE:

This course is designed as an integral part of the principalship program by focusing on the issues of the personnel function. Theories, principles, and practices related to personnel administration and the human resources function will be dealt with, particularly as they relate to planning, recruitment, selection, induction, development, appraisal, compensation and legal aspects.

III. STATE PROFICIENCIES AND TExES COMPETENCIES:

IV. The competencies covered in this course consist of:

Domain I--School Community Leadership

Competency 1--The principal knows how to shape campus culture by facilitating the development, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Competency 3--The principal knows how to act with integrity, fairness, and in an ethical and legal manner.

Domain II--Instructional Leadership

Competency 6--The principal knows how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply legal requirements for personnel management.

Domain III--Administrative Leadership

Competency 8--The principal knows how to apply principles of effective
leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.

V. COURSE OBJECTIVES:

The student will have the opportunity to:

1. Understand and examine the organizational structure, particularly as it relates to school district settings.
2. Understand and determine the importance of assessing human resource needs.
3. Recognize and explore the various steps in the personnel selection process.
4. Recognize and understand the importance of the induction process and its long-term effects on both certificated and non-certificated personnel.
5. Understand the importance of staff development for all school personnel including administrators, certificated and non-certificated staff.
6. Recognize and determine the important legal issues that impact personnel decisions.
7. Understand the importance of the appraisal process for school personnel.
8. Understand and explore current trends in benefits, salary and wage administration.
9. Understand and examine the negotiations process and its impact on the educational arena.
10. Understand and explore contract management.

VI. COURSE TOPICS:

School Personnel Management will examine the following topics during the semester:

- Organizational Dimensions
- Human Resource Planning
- Recruitment
- Selection
- Placement
- Induction
- Staff Development
- Appraisal/Evaluation
- Legal Aspects
- Bargaining Aspects
- Resume Writing
- Job Interview Strategies

VII. INSTRUCTIONAL METHODS & ACTIVITIES:
This course will employ a variety of instructional methods to ensure understanding of the personnel function in education and the administration of human resources within schools and school districts. Among these methods employed will be the traditional lecture/discussion; clinical experiences with group presentations and guided discovery and interaction.

**VIII. EVALUATION & REQUIREMENTS:**

There will be a group presentation from selected topics on personnel management. Students will develop a professional resume and cover letter as a culminating feature of the course. Students will read a minimum of ten articles and write a brief synopsis and review on 5X8 note cards that will be due at the last class meeting. Students will be expected to participate and to interact in a variety of activities relating to the personnel functions of an administrator. Grading will be based upon the group presentation and the resume. The grade scale will be traditional in that it will be designated that

- A—exceeds expectations
- B—meets expectations
- C—is below expectations

The percentages of the course assignments are:

- Class participation—10%
- Group presentation—25%
- Resume development—45%
- Synopsis & Reviews—20%

**IX. COURSE SCHEDULE AND POLICIES:**

This is a graduate class. While you are expected to be at every class meeting, the instructor recognizes there are certain school/family obligations that may necessitate your missing class. Try to let me know in advance, if possible. The departmental rule on attendance is: one absence allowed with no penalty of grade reduction; the second absence will result in the highest grade obtainable being a “B”; the third absence will result in the highest grade obtainable being a “C”. Three absences and you are strongly encouraged to retake the class at a later date. You should have a classmate obtain any handouts for you, as well as any classroom lecture/discussion notes. Class participation is necessary to receive optimum benefits from this class.

**X. POLICY ON ACADEMIC DISHONESTY:**

Academic dishonesty, in all forms, including plagiarism, is not tolerated. All written assignments must be in your own words and all quotes and citations from others must be
acknowledged in acceptable APA format giving appropriate credit and acknowledgment. Students found responsible for violating this rule and engaging in any form of academic dishonesty will be prosecuted to the fullest extent of University Regulations (see current TAMUCC catalog and student handbook). Please understand the seriousness and recognize it is the student’s responsibility to become acquainted with these regulations and policies. Additionally, students are not to use the same materials for other classes as each class has a different focus. All student work is subject to scrutiny by a commercial computer program, Turnitin, designed to detect plagiarism and to verify originality of submitted work.

XI. STUDENTS NEEDING DISABILITY ASSISTANCE:

Students needing any assistance with disabilities and needing an accommodation based on the impact of that disability should contact Disability Services in Driftwood 101 or telephone 361.825.5816 or email them at: disability.services@tamucc.edu

XII. STUDENTS NEEDING VETERANS ASSISTANCE:

Students needing assistance with the transition from military to academic life or with appropriate veterans benefits should contact the Veterans affairs Office in Cubicle 101 of the Student Services Center or telephone 361.825.2331 or email them.

XIII. CELLULAR TELEPHONE USAGE IN CLASS:

Cellular telephone usage should be limited to emergency purposes only and cell phone should be on a “vibrate” mode so as not to disturb the class. This should be cleared in advance with the professor. Personal use of cellular telephones including “texting” (usage not related to class or to an emergency) may result in a grade deduction. Please turn off all electronic devices (including pagers, i-Pods, MP-3, Blackberry, zunes, etc. at the start of class.

XIV. PERSONAL COMPUTER USAGE IN CLASS:

The use of laptop computers or other portable computing devices must be limited to activities directly related to classroom activities (i.e., taking notes). Personal or recreational use during class time may result in a grade point reduction.

COURSE INFORMATION
TENTATIVE COURSE OUTLINE:

Week 1

Introduction and overview
Organizational dimensions
Human resource planning

Week 2

Recruitment
Selection
Placement
Advertising strategies; ad make-up

Week 3

Induction
Staff Development
Appraisal/Evaluation/Termination
Legal aspects

Week 4

Resume and job search strategies

Week 5

Resume and job search strategies
Presentations--papers due
All written material must be turned in at the last class meeting
INSTRUCTOR INFORMATION:

Name: Dr. James K. Walter
Office: FC 216
Work Telephone: 361.825.2168
e-mail: James.Walter@tamucc.edu
jaswalter@hotmail.com

Office Hours: T & W, R 3:00-6:30pm; By Appointment; Before and after class

XV. REQUIRED TEXT(S): Young, I.P. (2007). The human resource function in educational administration. 9th ed. Upper Saddle River, NJ: Prentice-Hall. Professor will also provide materials which will relate to the various personnel topics of the course.

XVI. SELECTED BIBLIOGRAPHY:


Additional information may be obtained from:

American Assn of School Administrators
American Assn of School Personnel Administrators
National Assn of Elementary School Principals
National Assn of Pupil Personnel Administrators
National Assn of Secondary School Principals
National Organization for Legal Problems in Education
National School Public Relations Association
National Staff Development Council
Texas Association of School Administrators
Texas Association of School Boards

Web sites that may be accessed:
Reference Administrative Websites:

http://www.sbec.state.us May be utilized to acquire a study copy of TExES Exam #68

http://www.tea.state.tx.us Information about Texas Education Agency

http://www.tasb.org Information on the Texas Association of School Boards

http://www.tasenet.org Information on administrative positions

http://www.texasisd.com Information on administrative positions and news pertaining to Texas educational issues

Additional Resources
Principal Published by the National Association of Elementary School Principals www.naesp.org
NASSP Published by the National Association of Secondary School Principals www.nassp.org
The School Administrator Published by the American Association of School Administrators www.aasa.org
Educational Leadership & Published by the Association for Supervision and Curriculum Development www.ascd.org
Kappan Published by Phi Delta Kappa www.pdkintl.org
Associations and Councils
National Staff Development Council www.nsdc.org
Council of Chief State School Officers www.ccsso.org
National Council for Accreditation of Teacher Education www.ncate.org
The Personnel Evaluation Standards www.eval.org