

**ASE 671 Syallabus
Spring 2008**

Edwin K. Coulson
ecoulson@csisd.org
stdekc13@shsu.edu
979-229-8175

Major Topics Include:

- 1) Leadership for Change: January
 - MP3 Audio File
 - Power Point Presentation
 - Reflection Paper: Leadership

- 2) School Culture and Climate January/February
 - MP3 Audio File
 - Power Point Presentation
 - Discussion Board Topic Regarding Building Trust

- 3) Campus Leadership for Special Programs February
 - MP3 Audio File
 - Power Point Presentation
 - Discussion Board Topic Regarding Special Education

- 4) Human Resources Leadership February/March
 - MP3 Audio File
 - Power Point Presentation
 - Reflection Paper: Hire for skill or attitude?

- 5) School Budgeting/Finance March
 - Guest Speaker via MP3 File
 - Power Point Presentation
 - Building a Budget Assignment

- 6) Instructional Leadership March/April
 - MP3 Audio File
 - Power Point Presentation
 - Data Sources Assignment

- 7) Public Relations/Communication April/May
 - MP 3 Audio File: Possible Guest Speaker
 - Reflection Paper: Innovative communication Tools

As described in the audio file and the power point, the best principals are:

- **Excellent Communicators**
- **Results Oriented**
- **Visionary**
- **People of Integrity**

The following assignment will be used for the rest of the semester, so pay special attention to the work that you will be asked to do. You will need to “think through” what you are being asked to do so that the information you collect and analyze will be useful to you as you continue the class.

I’ll lay out the entire assignment for the semester so you have an overview of where we are headed. Please note, as the semester develops the assignment may be adjusted based on the feedback I get from you and based on the material you turn in to me along the way.

Assignment Overview

Assume you are the principal of the campus where you are currently working. You have the task of developing an action plan related to your schools greatest instructional/academic needs. As the power point and audio file describe (hopefully), one of your major responsibilities as the principal is to be one of the KEY instructional leaders for your campus.

As the principal, here’s an overview of your assignment:

- Using data, determine your schools greatest instructional/academic need(s). Data may include TAKS scores, benchmark tests, survey data from teachers, parents and/or students, six weeks grade results, semester grade results, departmental grade data, etc. As you develop this assignment, you must use only TWO sets of data to determine your greatest academic/instructional need(s), AND you cannot develop any new data. You MUST use the existing data you have. For some of you, there will be a plethora of data, and for others you will struggle finding much meaningful data. Regardless, you must use existing data. Just as when you get your first principals job, some of you will go into a school with much accessible data and some will go in with next to nothing.
- Using the data sources you have, analyze the data to determine your schools most pressing academic/instructional need(s). There is no right or wrong answer for this. It’s your decision based on the available data. You will need to decide, is our greatest need to: 1) Close the achievement gap, 2) Raise TAKS Writing scores, 3) Improve the instructional delivery of our teachers, 4) Raise TAKS

science scores, 5) Initiate a meaningful tutoring program, or 6) any other of hundreds of issues.

- Report your findings to me in a format that you might share with your superintendent or immediate supervisor so that the findings are clearly communicated in a written format. This may be a memo or may be a fancy graphic that come up with or it may be a combination of things. Whatever you develop, it must be able to be shared in an electronic format. No collages on poster board or anything like that.
- Based on your findings, develop a vision for where your school needs to go. Remember, the vision is focused and succinct. Think of the vision as a goal(s) for your campus
- Develop a plan to implement your findings in order to fulfill the vision. The plan may include staff development for your entire campus faculty or it may include more focused training for certain people on your campus. Your plan may include getting your assistant principals involved in small group training with certain grade levels or subject area teachers. Your plan may include a campus wide initiative of some sort on Writing Across the Curriculum or Science in Every Classroom, etc. The plan may require three years to implement or may require only one semester. Part of the plan will be to determine how you will monitor the plans implementation on a regular basis. Again, there is no right or wrong answer here.
- Once the implementation plan is developed, how will you communicate this to your staff? How will you motivate people toward the vision? Will you do it in small groups, faculty meetings, individual meetings, or perhaps make a video and have all teachers watch? Part of this assignment will be for you to share with me how you will effectively communicate the plan to your faculty. Again, there is no right or wrong way here.
- Finally, put the whole plan together
 - Analyzed data
 - Communication to the superintendent or your immediate supervisor
 - Vision
 - Plan of Implementation that includes how the plan will be monitored
 - Communication of the plan to the staff
- When completed, I hope that you have a plan that is:
 - Results oriented
 - Has vision
 - Is communicated effectively
 - Is built with integrity