

# Minnesota State University Moorhead

## ED 635: Personnel, Supervision, and Staff Development

### A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites:

ED 630 - Leadership, Planning, and Organizational Behavior in Education

Corequisites: None

MnTC Goals: None

Specific techniques and systems to supervise instruction. Interpersonal communication and group process skills are applied to administrative supervision.

**B. COURSE EFFECTIVE DATES:** 02/26/1996 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. Create and analyze a staff development activity utilizing best practices in current professional development.
2. Demonstrate an understanding of evaluation and supervision systems and the role of the leader in each.
3. Demonstrate an understanding of the basics of recruiting, hiring, interviewing staff through the lens of an educational leader.
4. Determine and utilize techniques for effectively dealing with difficult people and situations from a leadership lens.
5. Develop a Personal Learning Network (PLN) focused on continual improvement and growth as an educational leader.
6. Research mentoring and induction of staff and formulate processes to create successful such systems within your organization.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted