

# Minnesota State University Moorhead

## ED 639: Administration of the Secondary School

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 32

Lab Hours/Week: 4

OJT Hours/Week: \*.\*

Prerequisites:

EECE 642 - Elementary School Curriculum AND ED 630 - Leadership, Planning, and Organizational Behavior in Education

Corequisites: None

MnTC Goals: None

The common elements of leadership and management as they apply to the secondary principalship. Practical applications in a secondary setting will be addressed.

**B. COURSE EFFECTIVE DATES:** 12/03/1996 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. Student will develop and articulate a vision for learning that promotes the success of all students.
2. Student will demonstrate the ability to assess and improve culture and climate.
3. Student will demonstrate the ability to manage time effectively and plan and schedule the use of fiscal, human and material resources.
4. Student will demonstrate an understanding of diversity and be able to create and monitor a positive learning and working environment for all.
5. Student will demonstrate the ability to use problem-solving skills and/ or shared-decision making to reach solutions.
6. Student will demonstrate skills to implement policies and procedures for a safe, secure environment and identify areas of vulnerability associated with a school. (MN M.1, M.2, M.3, M.4)
7. Student will demonstrate the ability to utilize data for instructional decision making.

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted