

**California State University San Marcos
COLLEGE OF EDUCATION**

**EDUCATION 720
Advanced Human Resources And Professional Development**

INSTRUCTOR:	Harry C. Weinberg, Ed.D.
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Office Hours:	Mondays/Tuesdays – 3:15 PM – 4:15 PM or by appointment

Mission Statement of the College of Education, CSU San Marcos

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance.

Course Description:

EDAD 720 focuses on effective personnel practices and policies, including: proactive planning for immediate and future staff; effective staffing systems; professional development for all staff for continuous improvement; evaluation for improved performance, employee-employer relationships and strategies for conflict management and resolution.

Goals:

Upon completion of EDAD 720, the Professional Administrative Credential Candidate will be able to:

- ◆ Demonstrate an understanding of relationships and functions of all the areas of a school district and school.
- ◆ Know how to identify appropriate personnel to serve in various teaching, support, Know and be able to use effective processes for assessing short term and long range staffing needs relative to the educational program
- ◆ Use effective, fair hiring practices to employ the best people for all positions in accord with district, state and federal regulations.
- ◆ Know the legal requirements for due process (for both staff and students) and legally defensible and educationally sound dismissal procedures.
- ◆ Demonstrate an understanding of positive employer/employee relations, including interest based bargaining and effective management of effective collective bargaining contracts.

- ◆ Implement an appropriate evaluation system including the elements of assistant plans, professional development and peer review and coaching.
- ◆ Demonstrate conflict management and resolution skills with students, staff parents and community.
- ◆ Know and be able to recognize good instruction.
- ◆ Use data to identify the needs of students and staff to focus professional development program.
- ◆ Identify various models of professional development for new, mid-career and experienced teachers, including mentoring.
- ◆ Develop a plan for system-wide development for all of the employees in a school and district.

TEXTS:

1. Townley, Arthur, School Administration, A California Perspective, 1999, Precision Writing

GRADING POLICY:

The following factors will be considered in determining a final grade:

1. Attendance

If you miss two class sessions or are late (or leave early) for more than three sessions you cannot receive a grade of "A". If you miss three class sessions, you cannot receive a grade higher than a "C+".

Due to the dynamic nature of this course, all students are expected to attend all classes and participate actively. Should a student miss more than 20% of class time, s/he may be dropped from the course at the discretion of the instructor. Should the student have extenuating circumstances, I urge you to contact the instructor as soon as possible.

2. Class participation

3. Final Paper

4. Case Study Analysis

5. Final Exam

TENTATIVE SCHEDULE

<u>Date:</u>	<u>Subject:</u>
02/05/02	Introductions, course overview, in-class writing assignment – “My Current Position”, organize into groups, read Chapter 3 in text.
02/12/02	Human Resource Leadership – “Getting The Most Out Of People”. Introduction of case study method, organize interview panels
02/19/02	Subject: “Recruitment & Staffing Projections” - Benchmarking report
02/26/02	Subject: Selection of Personnel - Benchmarking report - paper screening and reference checking, Read Chapter 4
03/05/02	Subject: Selection of Personnel – Benchmarking Report – Interviewing, Read Chapters 6 & 7
03/12/02	Evaluation of Personnel – Benchmarking Report – Certificated Read Chapter 5
03/19/02	Evaluation of Personnel – Benchmarking Report - Classified
03/25/02	Open Topic
04/02/02	NO CLASS – Spring Break
04/09/02	Staff Development – Benchmarking Report, Read Chapter 8
04/16/02	Collective Bargaining – Benchmarking Report Read Chapters 11 & 12
04/23/02	Recognizing Good Teaching Read Chapter 13
04/30/02	Employee Discipline & Dismissal – Benchmarking Report Read Chapter 14
05/07/02	Interview Panels
05/14/02	Interview Panels
05/21/02	Final Paper Due – Wrap-up of course
05/28/02	Final Exam

Final Paper EDAD 720

A two or three page paper, double spaced, using 11 or 12 point font, on one of the following subjects:

1. Observe a negotiation session. Your paper should be reflective and evaluate the session based on your course learnings.
2. Develop a competency based interview for selecting personnel at your site.
3. Observe a final interview or paper screening. Your paper should be reflective and evaluate the session based on your course learnings.

Group Reports (Benchmarking)

EDAD 720

- 1) Staffing Projections
- 2) Recruitment of Personnel
- 3) Selection of Personnel
 - a) Paper screening & Reference Checking
- 4) Selection of Personnel
 - a) Interviewing
- 5) Evaluating of Personnel – Legal Requirements
 - a) Classified
 - b) Certificated
- 6) Evaluation of Personnel – Recognizing Good Teaching
- 7) Employee Discipline and Dismissal
- 8) Collective Bargaining
- 9) Staff Development