Key Program/Licensure Assessment #6A:

Administrative Specialist: Educational Staff Personnel Administration Licensure
Superintendent Licensure
EDUC 859
Overview
Other School Professional Preparation Program
Educator Preparation Unit
Muskingum University

1. Description of the Assessment and Its Use in the Program

Key Licensure Assessment #6A: District-Level Policies and Practices for Effective District Management and Resource Systems Project is designed to assess a candidate’s organizational management leadership skills in developing district-level policies and practices for effective district management and resource systems.

Candidates examine a set of district-level policies regarding district management and resource systems, comparing and contrasting the various features. Following a class discussion of these policies, candidates identify two school districts, in addition to their own district, in which to investigate district-level policies regarding district management and resource systems. The districts selected must be representative of a range of demographic elements. Candidates interview the superintendent of schools in each school district in order to capture district intentions of the policies. Candidates then evaluate the policies across the three districts in terms of district management, district operations, human and fiscal resources, the welfare and safety of students and staff, distributed leadership, and district focus on high-quality instruction and student learning. Based on the evaluations made, a candidate is called upon to develop a set of district-level policies and practices regarding district management, district operations, human and fiscal resources, the welfare and safety of students and staff, distributed leadership, and district focus on high-quality instruction and student learning for the purpose of developing effective district management and resource systems in the district in which s/he might serve as a superintendent.

Key Licensure Assessment #6A is carried out in EDUC 859: Managing Resources, and is then assessed by the course instructor.

To be admitted into the Internship at Gateway #2, a candidate must have completed at least three of the following four Key Licensure Assessments #3, #5, #6A, and #6B (Curriculum, Instruction, and Professional Development Project; Support of Student Learning and Development Project; District-Level Policies and Practices for Effective District Management and Resource Systems Project; and District-Level Policies and Practices for Effective District-Community Partnerships Project). Those assessments completed for Gateway #2 must have been completed with at least 80% of the elements of the ELCC standard elements across the assessments completed rated at meets element and no element rated unacceptable.
2. **Description of How the Assessment Specifically Aligns with the Educational Leadership Constituent Council (ELCC) Standards (2011)**

The following elements of the ELCC standards are evaluated through this key licensure assessment.

<table>
<thead>
<tr>
<th>ELCC Standard Element Number</th>
<th>Standard Element Statement</th>
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<tbody>
<tr>
<td>3.1</td>
<td>candidates understand and can monitor and evaluate district management and operational systems</td>
</tr>
<tr>
<td>3.2</td>
<td>candidates understand and can effectively use human, fiscal, and technological resources within the district</td>
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<tr>
<td>3.3</td>
<td>candidates understand and can promote district-level policies and procedures that protect the welfare and safety of students and staff across the district</td>
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<tr>
<td>3.4</td>
<td>candidates understand and can develop district capacity for distributed leadership</td>
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<tr>
<td>3.5</td>
<td>candidates understand and can ensure that district time focuses on supporting high-quality school instruction and student learning</td>
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3. **The Assessment Instrument**


*As you complete the following, refer to the scoring guide for Key Licensure Assessment #6A to ensure that you include all expectations for this assessment.*

**Purpose of the Project:** To assess your organizational management leadership skills in developing district-level policies and practices for effective district management and resource systems.

**Directions:**

(1) Examine the set of district-level policies and practices regarding district management and resource systems, comparing and contrasting their various features.

(2) Actively participate in the class discussion regarding district management and resource systems.

(3) Identify three school districts, including your own district, in which to investigate district-level policies and practices regarding district management and resource systems. The districts selected must be representative of a range of demographic elements. The districts must be approved by the course instructor prior to beginning your exploration of their policies and practices.
(4) Examine, in depth, the policies and practices regarding district management and resource systems of the three school districts approved.

(5) Interview the superintendent of schools of each school district. In the interview, focus on the degree to which the policies are effective in carrying out the district’s work and on the degree to which the practices are effective as they relate to district management and resource systems.

(6) Evaluate the policies and practices of each district in terms of district management, district operations, human and fiscal recourses, the welfare and safety of students and staff, distributed leadership, and district focus on high-quality instruction and student learning.

(7) Based upon your evaluation of the policies and practices of the three districts, write a set of district-level policies and practices regarding district management and resource systems for a district in which you might serve as the superintendent of schools. The policies and practices you develop need to encompass each of the following: (a) district management, (b) district operations, (c) human and fiscal recourses, (d) the welfare and safety of students and staff, (e) distributed leadership, and (f) district focus on high-quality instruction and student learning. For each policy and practice developed, provide a sound rationale.

(8) Prepare no fewer than 20 PowerPoint slides for use in sharing your District-Level Policies and Practices for Effective District Management and Resource Systems Project with your classmates on a date toward the conclusion of the semester as set by the course instructor; that is, a set of slides that (1) summarizes your evaluation of the policies of the three school districts in terms of district management, district operations, human and fiscal recourses, the welfare and safety of students and staff, distributed leadership, and district focus on high-quality instruction and student learning AND (2) articulates the policies and practices you wrote regarding (a) district management, (b) district operations, (c) human and fiscal recourses, (d) the welfare and safety of students and staff, (e) distributed leadership, and (f) district focus on high-quality instruction and student learning, including the rationale for each policy/practice you develop. A hard copy of the PowerPoint slides is to be submitted to the course instructor at the time of the presentation.

(9) Make sure to follow the specific expectations for the District-Level Policies and Practices for Effective District Management and Resource Systems Project as articulated in the Key Licensure Assessment #6A Scoring Guide provided by the course instructor.