

**Educational Administration**  
**Governors State University**  
**Comprehensive Exam Student Study Guide**

**Elementary and Secondary School Administration**

- 1.Characteristics of a transformation leader
- 2.Decision-making processes
- 3.Characteristics of belief/vision statements
- 4.Role of building administrator in school improvement
- 5.Characteristics of effective schools
- 6.Benefits of adult visibility in schools
- 7.Humanistic, technological, academic and social reconstruction approaches to curriculum
- 8.Effects of class size, ability grouping and retention on student achievement
- 9.Administration of special education services
- 10.Characteristics of effective adult learning approaches, staff development and mentoring
- 11.Appropriating interviewing techniques
- 12.Characteristics of effective learning communities
- 13.School scheduling models
- 14.Principal's role/responsibility in fiscal accounting/budgeting
- 15.Characteristics of effective school technology plans
- 16.Use of parent/teacher organizations
- 17.Communication with stakeholders
- 18.Characteristics of a fair hearing

**School Community Relations**

1. What is school community relations and if it is important, why?
2. Principle of Utility
3. Types of communications
4. Community Power Groups
5. Crisis Management Planning – 12 steps to good planning.
6. Community Power Structures: Pluralist, Amorphous, Elitist, Inert.
7. Understand examples of how power structures work in a community: Kanawha County, Middletown, Yankee City, etc.
8. What are distributive justice, resource distribution, utilitarian principle, fair exchange, and entitlement?
9. What are the best types of school partnerships?
10. Best ways of communicating information with your community
11. Define information age, technology integration plans, and digital divide.
12. 10<sup>th</sup> Amendment to the Constitution
13. Bagin and Gallagar's 5 elements of Common Communication Model.



## **Curriculum Development and Learning Theory**

1. Different types of curricula, i.e. the learned curriculum
2. Contributions made to the field by: Dewey, Tyler, Rogers, Darling-Hammond
3. Eight distinct eras in curriculum history
4. Different curriculum theories
5. Goal-based model of curriculum planning
6. Program of studies, field of study, courses, units of study
7. Models for improving a field of study
8. Processes for curriculum planning
9. Reform program in successful schools
10. Current approaches to curriculum supervision and staff development
11. Change agent, learning communities
12. Curriculum alignment and evaluation.
13. Current trends in English, reading and mathematics.
14. Trends across the curriculum and individualizing the curriculum
15. Role of government, legal system, organizations, and school personnel in curriculum development

## **Leadership & Organizational Behavior**

1. Concepts:
  - a. Paradigm
  - b. Scientific Management
  - c. Classical Organization Theory
  - d. Human Relations Movement/Human Resource Development
  - e. Systems Theory
  - f. Organizational Culture/Climate
  - g. Behavioral, Social and Cognitive Psychology
  - h. Theory of Practice
  - i. Social Systems Theory
  - j. Hawthorn Experiments
  - k.  $B = f(p \cdot e)$
2. Principles of Bureaucratic Organizations
3. Effective Schools Research
4. Types of Leadership
5. Models of Decision Making
6. Contributions of the following to organizational theory and leadership:
  - a. Freud
  - b. James
  - c. Gardner
  - d. Maslow
  - e. Jung
  - f. Lewis
  - g. Mead
  - h. Wilson
  - i. Talyor
  - j. Ford

- k. Fayol
- l. Barnard
- m. Sergiovanni
- 7. School Reform Efforts
- 8. Types of Power

### **School Law**

1. Stare Decisis
2. Lemon Test
3. Connick Rule
4. McCollum v. Board
5. Tinker v. Des Moines
6. Plyler v. Doe
7. Goss v. Lopez
8. Mills v. Board
9. Martinez v. Bynum
10. General Welfare Clause of Article 1
11. Due Process Clause of 14<sup>th</sup> Amendment
12. Free Exercise Clause of 1<sup>st</sup> Amendment
13. Establishment Clause of 1<sup>st</sup> Amendment, Thomas Jefferson's philosophy
14. Equal Protection Clause of 14<sup>th</sup> Amendment
15. First Amendment, robust exchange of ideas
16. Tenth Amendment
17. Fourteenth Amendment
18. Student Records Act, FERPA
19. Criteria for School Searches
20. Education as a Fundamental Right, legal basis for public schools
21. Defamation
22. Torts, negligence, intentional and defenses
23. Dismissal of a Tenured Teacher, burden of proof
24. Individual Education Plans (IEP)
25. Reassignment of a Teacher

### **School Finance**

1. Collective Bargaining
2. Budget Decision-Making, role of principals, determining educational needs, bidding process
3. Vouchers, pros and cons, purpose
4. General State Aid in Illinois, minimum level of support, components and purpose of formula
5. Deficit Budgets, district options
6. State and Federal Grants, categorical aid
7. Equity of Educational Funding
8. Adequacy of Educational Funding
9. Serrano v. Priest, decision and significance
10. San Antonio v. Rodriguez, decision and significance
11. Budgeting, largest portion of expenditures

12. Illinois Budget Funds
13. Purchase of Liability Insurance
14. Sources of Revenue, historical perspective, property taxes, portion of budget of local funding

### **Foundations of School Administration**

1. McGregor's X and Y Theory
2. Components of Clinical Supervision
3. Elton Mayer's Hawthorne Effect and its relation to school administration
4. Community power structures including power elite, pluralistic, and amorphous models
5. Types of evaluation
6. Strategic planning
7. General Systems Theory
8. Subordinates vs. Superordinates
9. Phases of educational leadership
10. Goldhammer, Cogan, and Acheson-Gall clinical supervision models
11. Organizational models
12. Characteristics of organization models
13. Gallatea and Pygmalion effects
14. Educational philosophies
15. Leadership styles
16. Fair exchange and distributive justice
17. School culture

### **School Supervision**

1. Various authors' definitions of supervision
2. Most used research based models of supervision
3. Goldhammer, Cogan, and Acheson-Gall models of clinical supervision
4. Components of all clinical supervision models
5. Tasks of supervision as stated by Ben Harris
6. Who are supervisors
7. Cogan's types of supervision
8. Qualities of effective clinical supervision identified by research
9. Glickman's developmental supervision model
10. Relationship between types and tasks of supervision
11. Qualities of a successful supervisor
12. Purposes of positive professional development
13. Definition and components of evaluation
14. Supervisory disservice to novice teachers
15. Value and practices of supervisors to become and remain visionary
16. Styles of supervision