

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**MICHAEL D. EISNER COLLEGE OF EDUCATION**  
**Department of Educational Leadership and Policy Studies**  
**ELPS 688**

**Suggested Fieldwork Experiences in Educational Administration**  
**K – 12**

*A school administrator is an educational leader who promotes the success of all students by:*

**Standard I**

**Facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning that is shared and supported by the school.**

**Activities**

1. Working closely with your mentor, breakdown scores and by student's race, gender, and socioeconomic group to look for trends and to identify strengths and weaknesses. Make plans to identify areas that need improvement and present a plan to the faculty.
2. Plan staff development concentrating on the concept of vision and on brainstorming activities regarding the development, articulation, implementation, and evaluation of your school's or site's own vision.
3. Plan or observe off-campus retreats or meetings on teambuilding and building a shared vision.
4. Listen to a guest speaker for the faculty on the subject of vision and participate in organize discussions, analysis, and application planning after the lecture.
5. Observe other campuses undergoing preparation of a school vision or to observe the successful implementation of a vision.
6. As part of the WASC accreditation process, lead or assist in the development of the school's vision with agreement and in-put from all stakeholders.
7. Facilitate or participate in discussion and analysis of ways to address, appreciate and respond to cultural differences in the school environment.
8. Assist in providing training on site-based decision-making, consensus building, and conflict resolution skills for the school family.
9. Participate in planning and/or conducting:
  - (1) Faculty meetings
  - (2) Grade level or subject level meetings
  - (3) Curriculum committee meetings
  - (4) School Leadership Council meetings

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10. Participate in the orientation of new teachers, substitutes and school aides on school vision and goals.
11. Participate in the publication of the school newspaper and Principal's Newsletter.
12. Participate in the development or updating of the School Plan.
13. Participate in the writing of an application for California Distinguished or Blue Ribbon School Award.
14. Coordinate campus needs assessments to align with campus goals and priorities.

## **STANDARD II**

### **Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.**

## **ACTIVITIES**

1. Participate in the development of a professional development needs assessment for the faculty and/or staff.
2. Coordinate the assessment and modification of curricular and instructional programs.
3. Plan, develop and implement staff training in instructional strategies. Topics may include diversity and cultural sensitivity, curriculum and assessment alignment, vertical and horizontal teaming, as well as literacy and subject level approaches to enhance student learning and staff professional growth.
4. Participate in identifying factors at your school/site that relate to faculty and staff morale and help plan follow-up activities to address these problems.
5. Assist in the coordination of the school's co-curricular program:
  - (1) Clubs
  - (2) Camp programs
  - (3) Off-campus education
  - (4) Tours and trips
  - (5) Athletics
6. Assist in the organization and administering of the school's standardized testing program.
7. Assist in or conduct a parent conference to explain a student's test results.
8. Observe or participate in the selection process for admission to the GATE program.
9. Maintain a display and provide demonstrations to the faculty in the use of new learning materials, resources and equipment.
10. Work with teachers on problems of grouping such as team teaching, departmentalization, etc.
11. Provide classroom-teaching demonstrations.

12. Assist teachers in establishing plans and procedures for instructional improvement, classroom management techniques and assessment.
13. Assist teachers in program evaluation.
14. Coordinate the activities in the planning, writing and development of new programs for the curriculum.
15. Work with District Personnel in the area of curriculum planning and development.
16. Assist in organizing and coordinating tutoring programs and other student intervention programs.
17. Assist in the recruitment and coordination of a program of volunteers for the classroom.
18. Identify and develop some aspect of the school's curriculum that the faculty agrees needs improvement and present a plan to the faculty.
19. Assist in interpreting the curriculum to the community.
20. Participate on a school or district technology committee.
21. Become familiar with the district or school technology plan.
22. Be involved in the Digital High School plan and program.
23. Assist in the planning of articulation activities for your school.
24. Participate in a Learning Walk.
25. Help plan action research and evaluation projects necessary to ensure student learning.

### **STANDARD III**

**Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.**

### **ACTIVITIES**

1. Develop training for the learning community on organizational health and development, budget planning, and alignment of resources with campus goals.
2. Coordinate campus needs assessments to align with campus goals and priorities.
3. Help facilitate the development of a campus crisis intervention plan.
4. Participate in the planning of a school forum with diverse community agencies and representatives to discuss collaborative partnerships to enhance safe schools.

5. Serve as a coordinator, academic coaches, advisor or other quasi-administrative; position.
6. Assist in the keeping of the Master Calendar for the school.
7. Assist in planning for the school's observance of the various special days mandated by law, e.g. Martin Luther King Day.
8. Prepare the following:
  - (1) Faculty bulletin
  - (2) Notice to parents
  - (3) Faculty meeting agenda
9. Participate in the review of attendance records.
10. Take responsibility for completing an Accident Report.
11. Prepare the book inventory and requisition for state adopted texts.
12. Prepare a supply request to the district office.
13. Review certificated and classified time sheets.
14. Prepare the necessary forms, papers, etc for the transfer of a student to another school.
15. Secure the services of a home teacher.
16. Assist in the planning for culminating exercises and graduation.
17. Prepare an estimated enrollment report.
18. Participate in the assignment of students in classes for the next school year.
19. Assist in student registration.
20. Participate in the assignment of students to summer school classes.
21. Review the school's current Student Handbook and/or Faculty Handbook and make recommendations for its improvement.
22. Assist in preparation of work orders for plant maintenance and operations.
23. Conduct an inspection of the classrooms and campus with the Plant Manager.
24. Work with the staff on improving problems of:
  - (1) Parking
  - (2) Pupil traffic
  - (3) Vandalism
  - (4) Property Destruction
25. Assist with the organization and distribution of supplies.

26. Organize and administer the school schedule for the use of audio-visual and technology equipment and materials.
27. Interview a school cafeteria manager to become familiar with the administrative and financial operation of the cafeteria.
28. Review the student body account and finance plan for the school.
29. Observe or participate in collective bargaining/negotiation activities and become informed about relevant legal issues.
30. Observe or participate in personnel selection.
31. Work on discipline cases with a site administrator or Dean.
32. Participate in a parent conference with an administrator.
33. Work with tardy, truancy and excessive student absence cases.
34. Review and evaluate budgets for existing programs of differential pay (coaching, student activities, music, etc.)
35. Work with the school's student information and budget reporting systems.
36. Participate in the presentation of district-mandated bulletins (child abuse, earthquake, hate crimes, etc.)
37. Participate in the evaluation of new teachers, substitutes and school aides.
38. Work with teachers in the problems of classroom discipline.
39. Coordinate the activities for the opening and closing of school.
40. Assist in the administration of a school health survey.
41. Assist and set-up a school immunization program for staff and students.
42. Organize a blood drive for students and staff.

#### **STANDARD IV**

**Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.**

#### **ACTIVITIES**

1. Be active in a community organization.
2. Help create procedures to secure services for families - establish a community resource list.
3. Conduct and/or coordinate parent education classes.

4. Provide teaching demonstrations for parents.
5. Review requests for use of school and grounds under the Civic Center Act.
6. Assist parents in the completion of the necessary forms for the registering of new students.
7. Participate in a community forum regarding school issues.
8. Attend an interagency meeting (Social Services) related to student welfare.
9. Assist in the preparation of notices and bulletins to the public relative to:
  - (1) School programs
  - (2) School policies
  - (3) Schedules
  - (4) Legal information
  - (5) Other public information as assigned by the district or principal
10. Assist in the planning and coordination of special community-school agencies such as:
  - (1) School Advisory Council
  - (2) Shared Decision-Making Council
  - (3) PTA
  - (4) Coordinating Council
  - (5) Special district programs
  - (6) Others
11. Assist with community-centered activities such as:
  - (1) Health and recreation programs
  - (2) Police safety program
  - (3) Neighborhood Block Programs
  - (4) County Health Office
  - (5) Probation Department
12. Assist with the planning and coordination of school sponsored programs such as:
  - (1) Open House and Back-to School events.
  - (2) School assemblies
  - (3) Holiday programs
  - (4) Parent conferencing
  - (5) Student assemblies
13. Work with school/community advisory committees; for example, serve actively on an advisory committee, do a written critique of an advisory committee meeting, help to organize a parent meeting.
14. Assist in heading up a school/community drive; for example, “get out the vote”, salvage drive, rummage sale, fundraiser.
15. Do an analytic study of the community; for example, economic conditions, community evaluation of the school, dissident groups

16. Develop and implement various community-oriented activity nights on campus pertaining to issues relevant to parents and other stakeholders.
17. Work with parents and staff to create and conduct a parent survey or needs assessment.

#### **STANDARD V**

#### **Modeling a personal code of ethics and developing a professional leadership capacity.**

#### **ACTIVITIES**

1. Lead discussions at a faculty and staff meeting about the connections between integrity, fairness, and ethics and the necessity of a nurturing, supportive learning environment for students, faculty, and staff.
2. Initiate conflict resolution, diversity, and multicultural training that addresses moral issues in working with students, families, and communities.
3. Initiate a program that individually and collectively supports and recognizes the good things that are observed through classroom observations rather than focusing only on negative behavior.
4. Work with the counseling staff to collaboratively work with child service specialists to develop a staff program on working with problem students in a positive manner without negative verbal and nonverbal confrontations.
5. Identify and provide training in legal and ethical parameters in the selection and employment of staff and faculty.
6. Identify and provide seminars for staff that explore ethical and legal behavior and facilitates reflective opportunities to grow in integrity and professionalism.
  - (1) Review and assist in revising school discipline plans or codes of conduct.
  - (2) Attend a School Attendance Review Board (SARB) meeting.
  - (3) Assist in planning a character education program for students.
  - (4) Observe a district meeting, seminar, or training for administrators.
7. Work with administrators to purchase books and other resources on ethical and legal issues and make them available to all faculty and staff; facilitate discussion and application groups on their contents.
8. Participate in the preparation and professional development for the collaborative model in special education classes.
9. Assume leadership for various responsibilities on the in-service program such as:
  - (1) Preparation of schedules and calendars.
  - (2) Selection of leadership personnel
  - (3) Accounting procedures
  - (4) Building and program arrangements
  - (5) Evaluation procedures
10. Participate actively in the meetings of a professional organization.

11. Become an active member of the school's professional development committee.
12. Attend and report to the professional staff on various meetings of professional organizations.
13. Become aware of instructional and administrative technological opportunities.

### **STANDARD VI**

#### **Understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.**

### **ACTIVITIES**

1. Participate in research and reporting to the staff, the possible long- and short-term benefits and drawbacks to a school within a school, small learning communities, and magnet or charter school.
2. Facilitate discussion or chair a committee that discusses and analyzes unique organizational structures that could benefit student learning at your school. Such as block scheduling, banked time, collaborative planning time, etc.
3. Observe an advisory team made up of community leaders, social service agency representatives, parents and other stakeholders that meets regularly to discuss current and potential issues that could affect the school learning environment
4. Identify exemplary schools with similar settings and set up visits to these campuses for staff to study the characteristics of their success.
5. Help plan or conduct training for staff on ways to nurture and assist financially disadvantaged families. Attend and participate in various community meetings and activities on issues that could impact students or families.
6. Assist in hosting a community meeting at the school so participants can visit the campus facilities, create valuable linkages, and improve community relationships.
7. Invite elected officials to visit the campus and speak to students and other community stakeholders on the benefits of knowledge-based stewardship and unity of a vision of a growing, thriving learning community, focused on success for all members.
8. Attend a Board of Education Meeting or district committee meeting.
9. Assist in the screening of exceptional children.
10. Assist in planning a categorical budget.
11. Attend a suspension or expulsion meeting.
12. Attend a City Council, Planning Commission, or other municipal government meeting.

13. Work actively with established community agencies; for example, service club, youth agency, church group.
14. Help develop, coordinate, or work with educational programs that involve the community; for example, work experience, adult education, and bilingual/bicultural education.
15. Work with welfare agencies, police and probation department.
16. Assist in developing or reviewing a community resource directory, including cultural resources.
17. Observe or participate in the identification of special needs students.
18. Research a legal issue using the Board Policy Manual.
19. Research a legal issue using the Education Code.
20. Attend an IEP meeting.