

## State of Illinois Level 3 Administrative Certification

### **Program Objectives**

#### Governance of Public Schools

1. Students will be introduced to process models for understanding policy formulation in American education.
2. Students will review the organization and scope of American education.
3. Students will learn about the role of the school superintendent.
4. Students will learn about the nature and functions of school boards.
5. Students will study about the effective relationships between superintendents and boards of education making use of case studies.

#### Management of Public Schools

6. Students will learn about the budgeting process.
7. Students will learn about inventory control and will undertake simulation exercises in regard to inventory control.
8. Students will be introduced to financial accounting forms and principles as used in the State of Illinois.
9. Students will be given computer exercises in regard to school finance.
10. Students will be introduced to advanced theories in regard to the structure and operation of organizations.
11. Students will review the literature in regard to schools as organizational entities.
12. Students will study effective administrative practices in regard to filling the role of the school executive.

#### Educational Planning

13. Students will be given planning models for effective organizational planning.
14. Students will study decision-making models and theories relevant to school administration.
15. Students will understand policy formulation within the context of public school settings.

#### Clinical Experience

16. Students will be assigned a field experience in a central administrative setting.
17. Students will work with a cooperating administrator and with a program coordinator in learning about the role and function of school executives.
18. Students will have the opportunity of interacting with peers about clinical settings in school administration.