***SCHOOL OF EDUCATION***

***Location Address Mailing Address***

*University Hall North 1200 East Colton Avenue*

*On Brockton Avenue P.O. Box 3080*

*Between University Street & Grove Street Redlands, CA 92373*

***Phone Fax***

*(909) 335-4010 (909) 335-5204*

***COURSE SYLLABUS***

**Course:** EDUC 773

**Course Title:** Clear Administrative Services Credential- CSPEL # 2

**Faculty:**

**Office:**

**Phone:**

**Office Fax:**

**E-mail:**

**Office Hours:**

**CATALOG COURSE DESCRIPTION**

Required of all Clear Administrative Services Credential (CASC) candidates. Working with a mentor, students must demonstrate mastery of the California Professional Standard for Educational Leaders (CPSEL) # 2:  **INSTRUCTIONAL LEADERSHIP**

**Course Objectives/Competencies**

1. Candidates will successfully complete 4 hours of mentoring with their University Mentor
2. Candidates will successfully complete 4 hours of mentoring with their Worksite Mentor
3. Candidates will demonstrate mastery of the following, evidenced by a narrative and artifact:

**STANDARD 2: INSTRUCTIONAL LEADERSHIP**

Education leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.

Element 2A: Professional Learning Culture

Leaders promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.

Example Indicators:

2A-1 Establish coherent, research-based professional learning aligned with organizational vision and goals for educator and student growth.

2A-2 Promote professional learning plans that focus on real situations and specific needs related to increasing the learning and well-being of all staff and students.

2A-3 Capitalize on the diverse experience and abilities of staff to plan, implement, and assess professional learning.

2A-4 Strengthen staff trust, shared responsibility, and leadership by instituting structures and processes that promote collaborative inquiry and problem solving.

Element 2B: Curriculum and Instruction

Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.

Example Indicators:

2B-1 Develop a shared understanding of adopted standards-based curriculum that reflects student content and performance expectations.

2B-2 Promote and monitor the use of state frameworks and guides that offer evidence-based instructional and support strategies to increase learning for diverse student assets and needs.

2B-3 Provide access to a variety of resources that are needed for the effective instruction and differentiated support of all students.

2B-4 Guide and monitor the alignment of curriculum, instruction, assessment, and professional practice.

Element 2C: Assessment and Accountability

Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes and student learning.

Example Indicators:

2C-1 Define clear purposes, goals, and working agreements for collecting and sharing information about professional practice and student outcomes.

2C-2 Guide staff and the community in regular disaggregation and analysis of local and state student assessment results and program data.

2C-3 Use information from a variety of sources to guide program and professional learning planning, implementation and revisions.

2C-4 Use professional expectations and standards to guide, monitor, support, and supervise to improve teaching and learning

2C-5 Apply a variety of tools and technology to gather feedback, organize and analyze multiple data sources, and monitor student progress directed toward improving teaching and learning.

**Required Reading:**

*The California Professional Standards for Educational Leaders* (CPSEL) #2

Articles provided by the mentor not to exceed 50 pages

**Assessment:**

|  |  |
| --- | --- |
| **Activity** | **Points** |
| University supervisor mentor confirmation | 20 |
| Worksite supervisor mentor confirmation | 20 |
| CPSEL #2 assignment completion | 60 |
| **TOTAL** | **100** |

**Grading: 80-100 = Credit**

**Schedule:**

|  |  |  |
| --- | --- | --- |
| Session | Activity | Assignment |
| 1  Group | Orientation  Mentoring | Read CPSEL #2  Khine & Saleh Part I |
| 2  Online | CSPEL # 2 review  Participate in Online Discussion  Mentoring | CPSEL element #2A  Khine & Saleh Part II |
| 3  1:1 | Mentoring | CPSEL element #2B  Khine & Saleh Part III |
| 4  Online | Participate in Online Discussion  Mentoring | CPSEL element # 2C |
| 5  Group | Learning Plan Review  Mentoring | CPSEL #2 Artifact & Reflection Due |

University of Redlands

Name:

**Education 773**

***CPSEL #2 Rubric***

***An “A” (60) CPSEL #2***

* **Is presented on the CPSEL #2 Form**
* **Reflection of Khine & Saleh Transformative Leadership and Educational Excellence (3-5 pages)**
* **Specifies how the candidate will master the CPSEL standard**
* **Specifies an appropriate artifact for the CPSEL standard**
* **Specifies how the candidate will master the CPSEL elements**
* **Specifies an appropriate artifact for each CPSEL element**
* **The standard mastery form and artifacts are posted on Moodle**

**Or downloaded to a flash drive or CD**

***a “B” (50) CPSEL #2***

Is missing one of the rubric elements

***a “C” (40) CPSEL #2***

Is missing two or more of the rubric elements

***Based on this rubric, the CPSEL #2 is evaluated as***

***of 50 possible points.***

**If this assignment was turned in “on time”, it may be re-written without penalty.**

**The instructor will collaborate on “re-writes”**

Name:

University of Redlands

Education 773

***Mentoring Confirmation Form***

**Candidate name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(printed)**

**I certify that I performed mentoring for the undersigned candidate on the date indicated.**

**Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**=========================================================**

**Candidate name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(printed)**

**I certify that I received mentoring from the above mentor on the date indicated.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**