



SUL ROSS STATE UNIVERSITY
Department of Education
Summer II 2023



EDUA 6324
School Support Services
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Course Description: This web course examines the comprehensive role of the human resource, finance, facility, and nutrition functions in public schools. Included in this course are the facets of providing human resources, finance, facility, transportation, and nutrition services and the development of public school employees.

Course Dates: This course is an asynchronous course and will open on July 10, 2023, and close on August 15, 2023. Please keep these dates in mind as you work through the course and be prepared to submit all course work in a timely manner.

Course Objectives:

Human Resources: Through the activities of this course, students will gain an overview of human resources as a management and developmental function. Students will become acquainted with and develop a working understanding of the following topics as they relate to the human resources function:

- An overview of public school human resources.
- Planning for the needs of the district
- Recruitment, selection, placement of personnel, and compensation of personnel
- Induction, mentoring, and staff development of personnel
- Performance evaluation of personnel
- Ethical considerations and issues in personnel administration

School Finance: Through the activities of this course, students will gain an overview of school finance including collaborative financial planning, establishing partnerships and mobilizing resources, aligning instructional needs and budget, categories of expenditures, and operational budgets. Students will become acquainted with and develop a working understanding of the following topics as they relate to the school finance function:

- Working knowledge on how to use a school budget
- A variety of fiscal approaches to budgeting
- Knowledge of the multiple sources of funds available to a district and to the school

- Working knowledge and experience with the use of Microsoft Excel as a spreadsheet tool

Goals: School administrators are managers of human resources, logistics, time, curricula, facilities, and money. A goal of this course is to provide students with knowledge of the guiding principles of human resources, budgeting and managing school funds with emphasis on how that process relates to the management of other school resources. Another goal is to provide students with knowledge of the comprehensive role of the human resource function in public schools. Also, a goal of this course is to provide students with knowledge of current rules and regulations regarding student nutrition, transportation, and construction and maintenance of the plant facility.

TExES Competencies: This course provides the student with the basic laws, regulations, and policies that guide the Principal in the domains of the competencies listed below. Additionally, the material covered in this course and class discussions will supplement the administrator's knowledge of laws that affect all the principal's domains.

Domain 1 - School Community Leadership Competency 002 - The principal knows how to establish partnerships with parents/caregivers, businesses, and others in the community to strengthen programs and support campus goals. The principal also knows how to respond to pertinent political, social, and economic issues in the internal and external environment.

Domain 1 - Competency 003 - The principal knows how to act with integrity, fairness, and in an ethical and legal manner.

Domain 2 - Instructional Leadership Competency 005 - The principal knows how to analyze instructional needs and allocate resources effectively and equitably.

Domain 2 - Competency 006 -The principal knows how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.

Domain 3 - Administrative Leadership Competency 008 - The principal knows how to apply procedures for effective budget planning and management.

Domain 3 - Competency 009 -The principal knows how to apply principles of leadership and management to the campus physical plant and support systems to ensure a safe and effective learning environment.

Required Texts: All of the following books are required for the course. I recommend that you plan on keeping these books close at hand; they make excellent reference books for the administrator. You will also need Microsoft Excel.

REQUIRED TEXTS:

Rebore, R. W. (2011). The essentials of human resource administration in education (1st ed.) NY: Prentice Hall.

(ISBN-10: 0137008538 ISBN-13: 978-0137008537)

Sampson, P; Vaughn, V. and Holt, C. (2013). Taking the Mystery Out of Texas School Finance (2nd Edition).

NCPEA. (ISBN: 9781467501682) **(If you can find it!! It is out of print and some may have difficulty finding a copy of this text. However, if you know students who have completed this program in the past, check with them. You may be able to find it in that manner if all else fails.)**

RECOMMENDED TEXTS:

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington D.C: Kendall Hunt.

Other texts or readings as assigned.

Format Requirements for Submittals: All submittals must comply with the APA Publication Manual. Use Times New Roman, #12 font with one-inch margins on all sides. Included charts and graphs must also follow APA format. If Internet sources are cited, care must be taken to provide currently professional, peer-reviewed references. Assignments submitted with APA errors may receive a significant grade reduction. All submittals must be professional papers. Do not submit your assignments in a “homework” or “school assignment” format. Each submittal should be written as if it were an actual professional paper ready for publication or for transmission to the addressed recipient using APA. A title page is necessary. Put your name and the assignment number in the document’s file name. (To do this, click on “Save as” and under “File name” put your name and assignment number.)

Textbook Assignments 1-8 (8 points ea.): There are eight assignments and a final exam in this course. Detailed instructions can be found in Blackboard under “Assignments,” “Textbook Assignments.” See the Schedule of Activities for due dates. All of these assignments will be submitted by going to the specific assignment location on Blackboard, then clicking on the assignment link, and attaching the assignment.

Discussions (5 points): There will be three discussions in this class. They will be posted on Blackboard. You will need to actively participate in the discussions but posting your original statement on the topic by the stated due date. You will also need to respond to at least two of your peers during the course of the discussion on or prior to the final discussion due date. Should I respond to your post or responses, you are expected to respond to my post as well if it requires a response.

Final Exam (21 points): The final exam will be available to students by late July. It will be a take-home format and will consist of questions which require a written answer in essay format. Each question will stand alone from the others and should be answered as it were a question and not an essay stem. All APA standards will apply.

Grading: Grades are based on a point system. There are 100 points available. Scores of:

90 – 100 equates to an A,
80 – 89 equates to a B
70 – 79 equates to a C
69.9 or less receive an F.

Grading Policy:

1. No Assignment will be accepted after its due date without prior instructor notification and consent.
2. Any late assignment, without prior permission from the instructor, **may cause you to lose**

20% of possible points for each day it is late.

3. All papers should be “typewritten” (word processed) according to the American Psychological Association (APA) manual. A poor quality paper may be returned to the student to be rewritten by a date established by the instructor.
4. Extra credit points are not available.
5. There are no I’s (incompletes) for this class unless prior written request is made to the professor before August 7, and you have completed and signed the requisite form for an incomplete grade.
6. After 11:59 pm on the date for any assignment due is considered late and could result in a lower grade for that assignment.
7. There are no optional assignments in this course.
8. Students who fail to participate in Discussion Board or complete any assignment will not pass this course – **THERE ARE NO OPTIONAL ASSIGNMENTS! Simply not turning in any one or more assignments or discussions is grounds for a grade of “F” for the course.**

Distance Education Statement: Students enrolled in distance education courses have equal access to the university’s academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students’ identities and to protect students’ information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Course Dates: This course begins on July 10 and completes on August 15. To successfully complete the course all course assignments must be submitted prior to August 15. Additionally, please be sure you read and fully understand the information concerning due dates listed above.

Advice: Successful completion of a Web-delivered course requires dedication and constant effort. Do not fall behind in your work! Begin your research paper as soon as possible. Submit professional quality work. Have someone proofread your submittals and always use the grammar and spell check functions on your computer before submission.

Attendance: This is a Web Delivered class. However; the guiding principles of the Sul Ross Absences/Class Attendance Policy are still relevant. Read the policy and note especially the last phrase in the last sentence.

Students are expected to attend all class and be on-time. Students must notify the instructor in advance if unable to attend a class or immediately after missing class. Students are to make themselves aware of the SRSU policies on Absences and Class Attendance posted in the SRSU Student Handbook. Make up work is at the discretion of the instructor as it relates to “explained or excused” absences. The Absences/Class Attendance policy includes all absences excused or unexcused. In this course you are expected to attend all classes, to be punctual, and to complete all assignments on time. In my web delivered courses, failure to access the course at least every other day in a summer class will constitute an absence.

Conduct: Academic honesty is expected in all work. Violations will result in course failure. Use of good “Netiquette” is essential in an online environment. Please observe the following rules of common courtesy:

- a) Check the course website frequently and respond appropriately and on subject.

- b) Focus on one subject per message and use pertinent subject titles
- c) Capitalize words only to highlight an important point or for titles. Capitalizing otherwise is generally interpreted as SHOUTING!
- d) Be professional and careful with your online interaction. Remember that you should be comfortable with your statements if they were published on the front page of the local newspaper.
- e) Cite all quotes, references and sources.
- f) Never forward someone else's messages without their permission, this is considered to be extremely rude.
- g) Use humor with care. The absence of face-to-face cues and body language can lead to misunderstandings. Feel free to use emoticons such as :) or ;) to communicate that you are being humorous.
- h) All discussion postings should be of top quality, on time, and rich in text. This means no comments such as "at a boy", "you go girl", "I agree with that", "couldn't have said it better myself", etc. will be considered master degree quality responses. Make sure to take the time to add richness to the discussion and make connections to the many theories in instructional leadership that will be covered in this course. Remember, postings are tracked for quantity, quality, and punctuality of deadlines set forth.
(The above "netiquette guidelines were adapted from Rinaldi, A. (1994) The Net User Guidelines and Netiquette, Florida Atlantic University, available from Netcom).

SRSU Disabilities Services:

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disabilities Services Coordinator in Counseling and Student Support Services has the responsibility to ensure students with disabilities the opportunity for full participation in programs, services, and activities.

Students seeking disability services need to contact the Disabilities Services Coordinator located in the Ferguson Hall, Room 112. The mailing address is Sul Ross State University, PO Box C-171, Alpine, TX 79832. The telephone number is 432.837.8178; the fax number is 432.837.8724.