



The Role of an Administrator is Multifaceted!

Course Syllabus

Course Description

Being an administrator comes with a lot of responsibility as ultimately, a school's success is dependent on the effectiveness of its administration. While there are many different facets to administration, there are three parts that ensure a school operates efficiently and prioritizes student needs. In this course, participants will identify the day-to-day operations that occur, which include providing a safe, secure learning environment and overseeing daily activities. In part two, participants will learn how administrators support, guide, and train teachers to make instructional decisions for their students that yield the greatest impact. In the third and final part of this course, participants will examine how administrators build positive relationships with parents to foster a strong home/school connection.

This course enhances classroom teaching effectiveness and supports improved student outcomes by introducing new knowledge in school operations management, instructional leadership, and family-community engagement for administrators.

Course Objectives

At the end of this course you should be able to:

1. Identify ways administrators set the tone for a positive school culture and climate.*
2. Identify an administrator's responsibility with staff management, policy implementation, and data.
3. Describe how administrators supervise teachers to ensure effective instruction in every classroom.
4. Describe ways administrators intentionally create schools that foster positive relationships with parents.

Modules

- Module 1: School culture and climate is established by the administration, Quiz 1
- Module 2: Administrators are responsible for effectively managing staff, implementing district policies, and monitoring student data to ensure progress, Quiz 2
- Module 3: The essential role of administrators in supporting effective instruction, Quiz 3
- Module 4: Administrators must be intentional with parental involvement, Quiz 4

Grading

Each quiz must be passed at an 80% or higher (three attempts allowed).

Format

This is a self-paced, asynchronous (no required live meetings) course. Throughout the PD course, you will find it helpful to take notes along the way to assist with the quizzes. Within each module, you will find reflection assessments that are not graded but will help in your journey



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through the course. There is an interactive forum in the course to help you connect with peers and instructors, share ideas, and collaborate on best practices throughout your learning journey.