



**Los Angeles County  
Office of Education**

Serving Students ▪ Supporting Communities ▪ Leading Educators

**Educational Leadership Programs**

## **COURSE DESCRIPTIONS**

### **Preliminary Administrative Services Credential Program**

#### **Development and Implementation of a Shared Vision**

The course provides an opportunity to learn to facilitate the development, articulation, implementation, collaboration, and stewardship of a vision of teaching and learning that is shared and supported by the school community.

#### **Instructional Leadership**

The course provides an opportunity to learn how to advocate, nurture, and sustain a school culture and instructional program that is conducive to student learning and staff professional growth. Coursework and fieldwork focus on the implementation of state-adopted academic content standards, frameworks, and instructional materials, as well as assessment and accountability systems.

#### **Management and Learning Environment**

The course provides an opportunity to learn how to ensure the management of the organization, operations, and resources for a safe, efficient, and effective learning environment. The course includes the study and application of organizational theory that reflects effective leadership and management concepts and strategies that contribute to student achievement and the professional participation of all adults in the school community.

#### **Family and Community Engagement**

The course provides an opportunity to learn how to work effectively with families, caregivers, and community members; recognize the goals and aspirations of diverse families; respond to diverse community interests and needs; and mobilize community resources in the service of student achievement. In this regard, the program offers the candidate an opportunity to examine and evaluate their attitudes toward people of different races, cultures, socio-economic status and ethnic backgrounds, and treat them with fairness and respect.

#### **Ethics and Integrity**

The course provides an opportunity to examine, practice, and model a personal code of ethics, including protecting the rights and confidentiality of students, staff, and families. The course provides an opportunity for the candidate to practice professional leadership capacity involving stakeholders such as leadership teams, unions, and other organizations, and fosters their skills in shared decision-making, problem solving, and conflict management. The course provides an opportunity for the candidate to examine site and district responsibilities with regard to students with special needs. The course develops each candidate's ability to effectively act as a spokesperson for the school to the extended school community. The candidate has multiple opportunities to model personal and professional ethics, integrity, justice, and fairness and receive feedback from the course instructor and peers; reflect on personal leadership beliefs and practices and recognize their impact and influence on the performance of others; and develop mechanisms for sustaining personal motivation, commitment, energy, and health by learning to balance professional and personal responsibilities.

#### **External Context and Policy**

The course provides an opportunity to learn about political, societal, economic, legal, and cultural influences on schools. By augmenting the candidate's knowledge of these interconnections, the program develops the candidate's ability to understand, respond to, and influence the larger political, social, economic, legal, and cultural context of schools and leadership. The course content should provide opportunities for the candidate to practice both team leadership and team membership so that the candidate can effectively generate and participate in communication with key decision-makers in the school community. The candidate has an opportunity to learn how to view himself or herself as a leader of a team and as a member of a team by engaging in coursework and fieldwork that provide opportunities to both lead and work collaboratively.