



## **Educational Administration Tier I Program**

*Signature Assignment for EDAD 647A*

*Interview/Field Research Project*

### **Student Learning Outcome(s) Assessed:**

SLO #3: Manage the organization, operations, and resources to foster a safe, efficient, and effective learning environment.

### **Description of the Signature Assignment**

Students will learn organizational management through an interview/field research assignment. They will describe what a principal needs to know and be able to do regarding district and school-site budget development, legislative and legal accountability requirements, and special program funding. Students will interview three administrators and analyze the budget from their school for presentation to a lay audience.

### **Directions for Students**

Examine the question: what does a principal need to know and be able to do regarding district and school-site budget development, legislative and legal accountability requirements, and special program funding? Give special attention to the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP). Interview three school principals or other school administrators, such as an official from the California State Department of Education, the California Association of School Business Officials, or the Association of California School Administrators.

Write a report of the three interviews with the following sections

- List of questions asked in the interview

- Description of the interviewee

- Financial and ethical issues facing the school, district, and state

- School budget

  - Priorities

  - Connection to school goals

  - Involvement of parents and teachers

  - Creative ways to use funds and find additional resources

Give a presentation of the school budget of one of your interviewees. Identify the philosophy of the budget and show how constituent groups may be included. Elaborate on how budget data can contribute to good decisions.

## Scoring Rubric

Criteria	Excellent 6	Acceptable 4-5	Needs Work 1-3	Score
<b>Interview questions and logistics</b>	All interviews completed with clearly stated questions	Some interviews not adequately carried out or some lack of clarity in interview questions	Some logistics not carried out	
<b>Description of interviewee</b>	Develops character of interviewee, gives examples, and describes the budget philosophy of the principal Brings finance issues to life	The interviewee's views are not fully developed.	The philosophy of the budget is not apparent.	
<b>Context of financial issues</b>	Explains connection of budget to state-wide issues including LCFF and LCAP Puts budget in larger political context Elucidates ethical issues	There is some context for financial issues, but ethical issues are not addressed.	Major financial issues are not adequately presented.	
<b>Implementation of budget in school</b>	Discusses creative ways to use school funds, find additional resources, and shows how constituent groups may be included.	Does not address school based budget issues adequately.	Leaves out some financial responsibilities of principal	
<b>Budget presentation</b>	Gives a clear explanation of a school budget and shows how good decisions can be made. The audience is engaged and actively involved in the presentation and shows a high degree of learning.	A presentation covers some budget points. The audience is somewhat engaged and involved in the presentation.	The presentation appears to be unorganized or confusing. The audience has minimal involvement.	
<b>Total</b>				<b>/30</b>

## Legend

<b>Total Points</b>	<b>College of Education Assessment Scale Equivalent</b>
<b>27-30</b>	4 (Exceeds Expectations)
<b>23-26</b>	3 (Meets Expectations)
<b>20-22</b>	2 (Meets Some Expectations)
<b>16-19</b>	1 (Does Not Meet Expectations)
<b>0-15</b>	0 (Can't Score)