

TEACHER CERTIFICATION STUDY GUIDE

TABLE OF CONTENTS

pg .

SUBTEST I. SCHOOL MANAGEMENT

Competency 1 Leadership 1

Skill A. Demonstrates knowledge of basic leadership theories 1

Skill B. Demonstrates knowledge of basic motivational theories 2

Skill C. Demonstrates knowledge of group dynamics in managing the productive interaction of school faculty and support personnel..... 3

Skill D. Identify basic concepts of the change process 5

Skill E. Recognize the importance of external influences that impact the school 6

Skill F. Demonstrates knowledge of the components, stages, and appropriate applications of macro and micro planning systems 7

Sample Test: Subtest I – School Management, Leadership 9

Answer Key: Subtest I – School Management, Leadership..... 25

Bibliography 26

Competency 2 Organizational Management..... 28

Skill A. Demonstrates the ability to recognize relationships among various sources of information and generates hypotheses based upon this information 28

Skill B. Demonstrates concern for the image of the school via impressions created by the students and staff, and manages these impressions and public information about the school 29

Skill C. Demonstrates an awareness of the importance of receiving adequate and timely feedback for monitoring the progress and work of others 30

Skill D. Demonstrates an awareness of the need to establish plans to accomplish goals 31

Skill E. Demonstrates an awareness of the need to delegate authority and responsibility clearly and appropriately to accomplish organizational goals 32

Skill F. Demonstrates an awareness of the effects of one’s behavior and decisions on other people and groups in and out of the organization 32

TEACHER CERTIFICATION STUDY GUIDE

<i>Skill G.</i> Demonstrates the ability to make policies and decisions which appropriately govern the use of technological resources of a school.....	33
<i>Skill H.</i> Demonstrates knowledge of the need to be “in charge,” responsible for what happens	34
<i>Skill I.</i> Recognizes situations that require forcefulness and self-confidence in making decisions	35
<i>Skill J.</i> Demonstrates knowledge of the need for a set of values about the school, i.e., welfare of students and fairness to staff.....	35
<i>Skill K.</i> Demonstrates knowledge of the need to search for and gather different kinds of information before arriving at an understanding of an event or problem	36
Sample Test: Subtest I – School Management, Organizational Management	37
Answer Key: Subtest I – School Management, Organizational Management.....	58
<i>Competency 3 Human Resource Management and Development</i>	59
<i>Skill A.</i> Understands the role of the principal in selecting instructional and non-instructional personnel.....	59
<i>Skill B.</i> Demonstrates knowledge about activities that make the induction process more meaningful to the new teacher	61
<i>Skill C.</i> Demonstrates knowledge of a staff development programs	62
<i>Skill D.</i> Demonstrates a knowledge of appraisal procedures for school district personnel	62
<i>Skill E.</i> Demonstrates a knowledge of the organization and non-confidential information found in school personnel files.....	63
<i>Skill F.</i> Understands the procedures for termination of school employees.....	64
<i>Skill G.</i> Understands the objectives and administration of the collective bargaining process.....	64
<i>Skill H.</i> Understands that the purpose of a compensation and reward system is to attract and retain qualified employees	65
<i>Skill I.</i> Understands that the purpose of a compensation and reward system is to attract and retain qualified employees	66
Sample Test: Subtest I – School Management, Human Resource Management and Development	67
Answer Key: Subtest I – School Management, Human Resource Management and Development	72

TEACHER CERTIFICATION STUDY GUIDE

SUBTEST II. **SCHOOL COMMUNICATION**

Competency 4 Communication73

- Skill A.* Know public information management 77
- Skill B.* Know effective communication strategies 80
- Skill C.* Know the effect one's behavior and decisions have on others 82
- Skill D.* Know the relationship between interpersonal influence and effective communication 84
- Skill E.* Know the relationship between self-concept and effective communication 87
- Skill F.* Write in a logical, clear style using appropriate grammar and structure 89

Sample Test: Subtest 2 – School Communications..... 112

Answer Key: Subtest 2 – School Communications 126

Bibliography 127

SUBTEST III. **SCHOOL OPERATIONS**

Competency 5 Curriculum 128

- Skill A.* Demonstrates knowledge of the principles of curriculum development .. 128
- Skill B.* Demonstrates ability to identify and organize resources to achieve curricular and instructional goals..... 131
- Skill C.* Demonstrates the ability to employ principles of implementing the curriculum by establishing goals and motivating staff 133
- Skill D.* Demonstrates an understanding of the methods and principles of program evaluation 136
- Skill E.* Demonstrates the ability to determine school needs and to use principles of implementing and evaluating curricular and instructional innovations..... 142
- Skill F.* Demonstrates knowledge of the most prevalent concepts of schooling.. 145
- Skill G.* Demonstrates knowledge of research on instructional effectiveness 147
- Skill H.* Demonstrates knowledge of student performance evaluation..... 152
- Skill I.* Demonstrates knowledge of the main areas of a performance measurement system 153

TEACHER CERTIFICATION STUDY GUIDE

Sample Test: Subtest 3 – School Operations, Curriculum	156
Answer Key: Subtest 3 – School Operations, Curriculum	168
Bibliography	169
Competency 6 School Finance	170
<i>Skill A.</i> Demonstrates knowledge of Florida's funding plan for public elementary and secondary schools	170
<i>Skill B.</i> Demonstrates the ability to analyze the processes of planning, developing, implementing, and evaluating a budget.....	173
<i>Skill C.</i> Demonstrates knowledge of, comprehension about, and the ability to apply school finance concepts.....	176
<i>Skill D.</i> Demonstrates knowledge of the process of financial accounting, auditing and reporting	179
<i>Skill E.</i> Demonstrates the ability to explain the precedence for funding public elementary and secondary education.....	181
<i>Skill F.</i> Recognize the importance of external influences which impact upon the school	183
<i>Skill G.</i> Demonstrates knowledge of the components, stages, and appropriate application of macro and micro planning systems	186
Sample Test: Subtest 3 – School Operations, School Finance	187
Answer Key: Subtest 3 – School Operations, School Finance	200
Bibliography	201

TEACHER CERTIFICATION STUDY GUIDE

Competency 7 School law	203
<i>Skill A.</i> Know of federal constitutional provisions that apply to public education	204
<i>Skill B.</i> Know of federal statutory and regulatory provisions that influence public education.....	209
<i>Skill C.</i> Know of state constitutional, statutory, and regulatory provisions governing Florida's public schools	212
<i>Skill D.</i> Know of tort and contract liability as related to the operation of Florida's public schools	214
Sample Test: Subtest 3 – School Operations, School Law	217
Answer Key: Subtest 3 – School Operations, School Law	229
Bibliography	233
Competency 8 Technology	234
<i>Skill A.</i> Evaluate various computer hardware components which are appropriate to the management of schools and describe their use	234
<i>Skill B.</i> Evaluates various types of computer software which are available for assisting in the management of a school and demonstrates an understanding of their proper selection and use.....	236
<i>Skill C.</i> Determine the appropriate application of technology in the learning process.....	238
<i>Skill D.</i> Demonstrate a knowledge of the use of technology in instructional design	241
<i>Skill E.</i> Demonstrates the ability to make policies and decisions which appropriately govern the use of the technological resources of a school.....	242
<i>Skill F.</i> Demonstrates a knowledge of the definition, function, and application of common computer software/hardware terminology	243
Sample Test: Subtest 3 – School Operations, Technology	245
Answer Key: Subtest 3 – School Operations, Technology	256
Bibliography	257