

# **Subtest #2: Operational Leadership**

**Technology**

**Human Resource Development**

**Ethical Leadership**

**Decision-Making Strategies**

## **Subtest #2: Operational Leadership**

- 1 Knowledge of technology standard in the use of technology for teaching and learning**
  1. Given a technology plan, identify hardware, software, and related technologies appropriate to design and delivery of instruction.
  2. Given a technology plan to integrate technology to improve student performance in a subject area, identify appropriate technology applications to address student performance needs.
  
- 2 Knowledge of technology standard related to school operations**
  1. Given a school technology plan, assess compliance with State technology goals (e.g., copyright law, Internet usage, digital learning environment, instructional leadership, Florida's digital educators, access to technology, infrastructure, support).
  2. Given a scenario, select computer hardware and software appropriate to school operations.
  3. Given a scenario, identify components of a technology infrastructure related to school and student safety.
  4. Given a scenario, select Web-based communication applications.
  5. Given a scenario, select presentation software applications.
  
- 3 Knowledge of human resource development standard as related to recruitment, selection, induction, and retention of staff**
  1. Given policies for teacher recruitment, selection, induction, professional development, and retention, determine compliance with Florida Statutes and No Child Left Behind legislation.
  2. Given an out-of-field teacher report, identify various methods for acquiring Florida Teacher Certification (e.g., highly qualified teachers, critical shortage, special needs).
  3. Given a sample of an interview, identify violations of federal and State laws that protect an applicant from job discrimination (e.g., AIDS, civil rights, Americans with Disability Act).
  
- 4 Knowledge of human resource development standard as related to performance assessment procedures**

1. Given an instructional assessment instrument, determine compliance with Florida Statutes and State Board regulations for employee evaluation (i.e., management of students, maintenance of discipline, knowledge of subject matter, pay for performance, use of technology, and criteria for continual improvement).
2. Given an unsatisfactory performance evaluation, identify the Florida statutory requirements to facilitate employee growth (i.e., the performance improvement plan, notification of deficiencies, conference for the record).
3. Given an individual professional development plan, determine compliance with Florida Statutes governing the School Community Professional Development Act (i.e., requirement to establish and maintain an Individual Professional Development Plan for each teacher).

**5 Knowledge of human resource development standard as related to managing personnel records**

1. Given a sample of content from an employer's personnel file, determine compliance with Florida Statutes governing personnel files.
2. Given public information requests, determine compliance with Florida Statutes governing access to personnel files and records (e.g., medical records, complaints related to investigation, payroll deduction records, Social Security numbers).

**6 Knowledge of human resource development standard as related to processes and procedures for discipline, dismissal, and nonrenewal of school employees**

1. Given a recommendation to terminate an employee's contract, identify the school site administrator's responsibilities regarding termination as required in Florida Statutes (e.g., union contract, professional service contract, annual contract, continuing contract).
2. Given case studies with accompanying documentation, identify and apply the Standard of Just Cause for any adverse employment decision as required by Florida Statutes (e.g., dismissal, suspension, demotion, reinstatement).

**7 Knowledge of human resource development standard as related to collective bargaining agreements**

1. Given a collective bargaining agreement, identify the role of the administrator in managing the contract per Florida Statutes (e.g., grievances, school policies, enforcement, and punitive actions related to all classifications of school personnel).

- 8 Knowledge of human resource development standard as related to data analysis**
1. Given school or classroom data, analyze teacher performance over time.
- 9 Knowledge of human resource development standard as related to State law for education and schooling**
1. Given a scenario, identify standards and procedures applicable to State certification, selection, evaluation, discipline, and reappointment of school district employees.
- 10 Knowledge of ethical leadership standard as related to ethical conduct**
1. Given the Code of Ethics of the Education Profession in Florida, identify violations of ethical conduct as stated in Florida Statutes (e.g., conviction of a crime involving moral turpitude; gross insubordination; misconduct in office; neglect of obligations to students, public, school personnel).
- 11 Knowledge of ethical leadership standard as related to federal and State law for education and schooling**
1. Given a scenario, identify judicially recognized rights and responsibilities guaranteed under the Constitution (e.g., First, Fourth, Fourteenth Amendments).
  2. Given a scenario, identify the statutory powers and duties of the Florida Board of Education, Commissioner of Education, local school boards, superintendents, and principals.
  3. Given a situation, identify standards and procedures of State administrative law, public disclosure, record keeping, and child welfare.
- 12 Knowledge of decision-making strategies standard as related to federal and/or State law for education and schooling**
1. Given a scenario, identify standards and procedures applicable to federal and/or State statutory provisions for accomplished practices, pupil progression, compulsory school attendance, sexual harassment, charter schools, alternative schools, safe schools, curricula, and facilities.
- 13 Knowledge of decision-making strategies standard as related to change**
1. Apply current concepts of leadership (e.g., systems theory, change theory, situational leadership, visionary leadership, transformational leadership, learning organizations).
  2. Select examples of organizational conditions or leadership actions that create positive attitudes toward change.

**14 Knowledge of decision-making strategies standard as related to data analysis**

1. Given school data, perform procedural measures for school grade calculation.
2. Given a school improvement plan, identify criteria for learning gains of varying subgroups using disaggregated data.