

College of Education
Department of Educational Leadership
Educational Specialist Comprehensive Examination
Study Guide 2024

The following study guide is designed to help Educational Specialist students prepare for their comprehensive exams. Each question is aligned with the Tennessee Instructional Leadership Standards (TILS) and the Professional Standards for Educational Leaders (PSEL). The actual exam questions will be scenario-based, and you will have a limited time to complete the exam without access to references, notes, or the internet. Each response should be between 350-400 words in length and must incorporate relevant theories, concepts, and research findings. Use appropriate terminology, conceptual frameworks, and reference authorities in the field when necessary.

EDAD 6010 - Theory and Principles of Educational Administration

1. Discuss the key theories and principles that guide the practice of educational administration, and analyze their relevance to contemporary settings. (TILS 1, PSEL 1) (350-400 words)
2. Examine the role of educational administrators in creating and maintaining a positive school culture and climate, and propose strategies for promoting equity, inclusivity, and social justice. (TILS 3, PSEL 3) (350-400 words)
3. Analyze the importance of ethical leadership in educational administration, and discuss the principles and practices that contribute to the development of an ethical school community. (TILS 2, PSEL 2) (350-400 words)

EDAD 6060 - Administration of Instructional Programs

1. Discuss the role of educational administrators in promoting high-quality instruction and learning, and propose strategies for supporting teachers' professional growth and development. (TILS 4, PSEL 4) (350-400 words)
2. Examine the challenges and opportunities associated with implementing research-based instructional practices and curricula, and discuss the role of educational administrators in facilitating this process. (TILS 5, PSEL 4) (350-400 words)
3. Analyze the importance of data-driven decision-making in the administration of instructional programs, and discuss strategies for using assessment data to inform instructional practices and support student learning. (TILS 6, PSEL 4) (350-400 words)

EDAD 6070 - Legal Personnel Problems

1. Discuss the key legal issues related to personnel management in educational settings, such as hiring, evaluation, discipline, and termination, and analyze the role of educational administrators in ensuring compliance with relevant laws and regulations. (TILS 2, PSEL 9) (350-400 words)
2. Examine the legal and ethical considerations associated with employee rights, such as free speech, privacy, and due process, and propose strategies for balancing these rights with the needs of the educational community. (TILS 2, PSEL 2) (350-400 words)

3. Analyze the impact of collective bargaining agreements and union contracts on personnel management, and discuss strategies for working effectively with employee organizations to support school improvement efforts. (TILS 7, PSEL 9) (350-400 words)

EDAD 6300 - Communication Skills for School Executives

1. Discuss the importance of effective communication in educational leadership, and analyze the skills and strategies needed to build positive relationships with diverse stakeholders, such as students, staff, parents, and community members. (TILS 8, PSEL 8) (350-400 words)
2. Examine the role of technology in facilitating communication and collaboration in educational settings, and propose strategies for using digital tools to enhance transparency, accessibility, and engagement. (TILS 8, PSEL 8) (350-400 words)
3. Analyze the challenges and opportunities associated with communicating in crisis situations, such as natural disasters, school violence, or public health emergencies, and discuss the role of educational administrators in developing and implementing effective crisis communication plans. (TILS 8, PSEL 3) (350-400 words)

EDAD 6110 - Human Resource Management

1. Discuss the key functions of human resource management in educational settings, such as recruitment, selection, induction, and retention, and analyze the role of educational administrators in building and maintaining a high-quality workforce. (TILS 7, PSEL 6) (350-400 words)
2. Examine the importance of diversity, equity, and inclusion in human resource management, and propose strategies for promoting a culturally responsive and inclusive educational community. (TILS 3, PSEL 3) (350-400 words)
3. Analyze the impact of professional development and performance evaluation on educator effectiveness and student learning, and discuss strategies for designing and implementing effective human resource management practices that support continuous improvement. (TILS 4, PSEL 6) (350-400 words)

Educational Administration

1. Discuss the evolving roles and responsibilities of educational administrators, and analyze the impact of these changes on the profession. (TILS 1, PSEL 1) (350-400 words)
2. Examine the challenges and opportunities associated with leading and managing change in educational organizations, and propose strategies for fostering a culture of innovation and continuous improvement. (TILS 1, PSEL 10) (350-400 words)
3. Analyze the importance of strategic planning and resource allocation in educational administration, and discuss the processes and tools used to develop and implement effective school improvement plans. (TILS 1, PSEL 1) (350-400 words)

Rubric for Educational Specialist Study Guide:

1. Depth of Knowledge (25%):

- 5 points: The response demonstrates a comprehensive and in-depth understanding of the subject matter, providing a wealth of relevant examples, evidence, and insights.
- 4 points: The response demonstrates a thorough understanding of the subject matter, providing relevant examples and evidence to support the arguments presented.
- 3 points: The response demonstrates a satisfactory understanding of the subject matter, providing some examples and evidence to support the arguments presented.
- 2 points: The response demonstrates a limited understanding of the subject matter, providing few examples or evidence to support the arguments presented.
- 1 point: The response demonstrates a lack of understanding of the subject matter, providing no relevant examples or evidence to support the arguments presented.

2. Critical Analysis (25%):

- 5 points: The response provides a highly insightful and critical analysis of the issues and challenges associated with the topic, offering innovative and well-reasoned arguments and solutions.
- 4 points: The response provides a thorough and critical analysis of the issues and challenges associated with the topic, offering well-reasoned arguments and solutions.
- 3 points: The response provides a satisfactory analysis of the issues and challenges associated with the topic, offering some arguments and solutions.
- 2 points: The response provides a limited analysis of the issues and challenges associated with the topic, offering few arguments or solutions.
- 1 point: The response provides no critical analysis of the issues and challenges associated with the topic, offering no arguments or solutions.

3. Organization and Clarity (20%):

- 5 points: The response is exceptionally well-organized, clear, and concise, with a logical flow of ideas and smooth transitions between paragraphs.
- 4 points: The response is well-organized, clear, and concise, with a logical flow of ideas and smooth transitions between paragraphs.
- 3 points: The response is adequately organized and clear, with a somewhat logical flow of ideas and transitions between paragraphs.
- 2 points: The response is poorly organized and lacks clarity, with a disjointed flow of ideas and abrupt transitions between paragraphs.
- 1 point: The response is disorganized and unclear, with no logical flow of ideas or transitions between paragraphs.

4. Writing Mechanics (15%):

- 5 points: The response demonstrates excellent grammar, spelling, and punctuation, with no errors and follows the specified word count requirements.
- 4 points: The response demonstrates good grammar, spelling, and punctuation, with few errors and follows the specified word count requirements.

- 3 points: The response demonstrates adequate grammar, spelling, and punctuation, with some errors and follows the specified word count requirements.
- 2 points: The response demonstrates poor grammar, spelling, and punctuation, with many errors and does not follow the specified word count requirements.
- 1 point: The response demonstrates unacceptable grammar, spelling, and punctuation, with numerous errors and does not follow the specified word count requirements.

5. Relevance and Applicability (15%):

- 5 points: The response is highly relevant to the field of PreK-12 educational administration and offers practical, insightful, and actionable recommendations that can be applied in real-world settings.
- 4 points: The response is relevant to the field of PreK-12 educational administration and offers practical insights and recommendations that can be applied in real-world settings.
- 3 points: The response is somewhat relevant to the field of PreK-12 educational administration and offers some insights and recommendations that can be applied in real-world settings.
- 2 points: The response is minimally relevant to the field of PreK-12 educational administration and offers few insights or recommendations that can be applied in real-world settings.
- 1 point: The response is not relevant to the field of PreK-12 educational administration and offers no insights or recommendations that can be applied in educational settings.