

Table of Contents

Suggestions for the Day of the Exam	5
Multiple Choice Test Taking Strategies	6
Strategies for the Oklahoma Examinations for Oklahoma Educators	7
Constructed-Response Assignment	11
The Oklahoma Examinations for Oklahoma Educators: General Information	12
Learner-Centered Proficiencies	13
Cooperative Learning.....	14
Bloom’s Taxonomy of Levels of Thinking	15
Strides Toward Oklahoma’s Education Goals	16
Relevant Oklahoma Legislation.....	18
Oklahoma General Competencies for Teacher Licensure and Certification	19
Oklahoma Criteria for Effective Teaching and Administrative Performance	20
Learner-Centered Standards for the Principal.....	22
Test Competencies: Principal Common Core Test (#44)	26
Discussion of Competencies	33
Competency 0001 - Understand how to facilitate the development and articulation of a school vision that promotes learning for all students	33
Collaborates with teachers, students, parents/guardians/community members/ social agencies	33
Vision –building process.....	35
Procedures for addressing school progress.....	36
Articulating the school vision	38
Competency 0002 – Understand how to facilitate implementation and stewardship of a school vision that promotes learning for all students	40
Techniques for team building	40
Four elements effecting acceptance of new ideas.....	43
Competency 0003 – Understand how to promote community collaboration and involvement in supporting the school vision of learning	44
Competency 0004 – Understand the significance of diversity for the school’s vision of learning and ways to exercise leadership in supporting and valuing diversity	45
Working effectively with diverse groups.....	47
Infusing diversity awareness into the curriculum	48
Competency 0005 – Understand how to support the school vision by using human relations skills and communication skills to solve problems and facilitate decision making	49
Procedures to promote collaborative decision making and creative problem solving.....	50
Theories of conflict resolutions and appropriate application of models.....	50
Competency 0006 – Understand how school leadership and the school vision relate to the larger political, social, economic, cultural, legal, and ethical context of education	52
Communicating regularly with members of school and community.....	52
Six-Step Problem Solving Process.....	54
Socratic Method and Scientific Method	55
Competency 0007 – Understand how to use knowledge of human development, learning and teaching theories, educational research, and best practice to promote the success of all students	56

Readiness problems and possible corrections.....	56
Maslow’s Hierarchy of Needs	61
Nature vs. Nurture	61
Piaget’s Stages of Cognitive Development.....	61
Competency 0008 –Understand how to apply principles of curriculum planning, development, and evaluation to promote the success of all students	64
Principles of curriculum development	65
Curriculum issues and procedures for all students	67
Current research in curriculum development.....	68
Competency 0009 – Understand how to apply principles of instruction and instructional leadership to promote the success of all students	69
Strategies for creating a positive school climate.....	69
Methods for assessing student learning and achievement	69
Competency 0010 – Understand strategies for promoting professional growth and development and strategies for creating a positive school culture for learning	70
Research-based professional development	70
Assessment.....	71
Procedures for working collaboratively with school staff	73
Oklahoma Criteria for Effective Teaching and Administrative Performance	74
Principles for creating and evaluating effective professional development programs	76
Creating and maintaining a positive school culture.....	77
Principles of site based management/effective schools research and implications	77
Competency 0011- Understand principles of organizational management, budgeting, resource utilization, financial management, and technology use	78
How do schools in Oklahoma spend taxpayer money	78
Long-range planning.....	78
Accounting procedures for school activity funds	79
Basic principles of financial and cost accounting and methods for financial record keeping and reporting	79
Competency 0012 – Understand principles of human resource planning and management	92
Issues of equity and diversity in human resource management.....	92
Competency 0013 – Understand how to manage the school’s physical plant and auxiliary services and how to ensure a safe and effective learning environment	93
Legal issues related to the operation and maintenance of school facilities	94
Federal Programs	109
Practice Questions.....	97
Answer Key	109
Constructed Response Assignment.....	111
Oklahoma School Report Card	117
Discussion Questions	118
Vocabulary Cards.....	119