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## Sources for Review:

### Florida Educational Leadership Examination (FELE)

The annotated bibliography that follows includes basic references that test candidates may use to prepare for the exam. These sources provide a framework for review of subject area knowledge learned through books, coursework, and practical experience.

Committees of content consultants compiled the bibliography to address the entire range of competencies on the exam. The consultants selected references that provide relevant material, giving preference to sources that are available in college bookstores and libraries or from state government sources.

This bibliography is representative of sources that can be used to prepare for the exam. The Department of Education does not endorse these references as the only appropriate sources for review; many comparable texts currently used in educational leadership programs also cover the competencies that are tested on the exam. Those who have pursued their studies outside the state of Florida should pay particular attention to references concerning Florida statutes, rules, and policies.

#### INSTRUCTIONAL LEADERSHIP

- 1 Blachowicz, C., & Fisher, P. (2004). Vocabulary lessons. *Educational Leadership*, 61(6), 66-69.  
Relates the study of vocabulary to reading concepts. Demonstrates how vocabulary building can be incorporated into lessons to increase reading skills.
  - 2 Bloom, B., Krathwohl, D., & Masia, B. (1984). *Taxonomy of educational objectives*. New York: Longman.  
Presents the seminal work in providing a classification of educational objectives.
  - 3 Elementary and Secondary Education Act, 20 U.S.C. (1965) *amended by* No Child Left Behind Act of 2001 (2002).  
Enacts the theories of standards-based education reform, formerly known as outcome-based education, which is based on the belief that high expectations and setting of goals will result in student success.
  - 4 Fla. Admin. Code Rule 6A (2007).  
Outlines various aspects of the administrative code for the State Board of Education.  
Available from the Florida Department of State administrative code Web site at [www.flrules.org](http://www.flrules.org)
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- 5 Florida Department of Education. (most recent version). *Assessment and accountability briefing book*. Tallahassee, FL: Career Planning and Product Distribution.  
Provides a guide for understanding the State's educational assessment and accountability programs.
  - 6 Florida Department of Education. (most recent version). *Diversified education: Instructional materials specifications*. Tallahassee, FL: Office of Instructional Materials and Library Media.  
Lists the approved instructional materials for diversified education.
  - 7 Florida Department of Education. (most recent version). *Educator accomplished practices: Professional competencies for teachers of the twenty-first century*. Tallahassee, FL: Florida Education Standards Commission.  
Describes the accomplished practices for 12 professional areas.
  - 8 Florida Department of Education. (most recent version). *Florida safe and drug-free schools program: State report*. Tallahassee, FL: Bureau of School Safety and School Support.  
Outlines the annual report on the effectiveness of various safe and drug-free schools programs.
  - 9 Florida Department of Education. (May 2005). *Raising student achievement: Florida's compelling evidence*. Tallahassee, FL: Author.  
Report to U. S. Department of Education that describes Florida's response to each of the four No Child Left Behind principles.  
Available from the Strategies section of the Florida Department of Education Sunshine Connections Web site at <http://sunshineconnections.org>
  - 10 Florida Department of Education. (1998). *School staff guide to risk and resiliency*. Tallahassee, FL: Bureau of Instructional Support and Community Services.  
Identifies risk and protective factors in the school environment.
  - 11 Florida Department of Education. (2000). *Subject matter content standards for Florida's teachers*. Tallahassee, FL: Florida Education Standards Commission.  
Contains an introduction, methodology, and the recommended subject matter content standards.
  - 12 Florida Department of Education. (most recent version). *Sunshine State standards*. Tallahassee, FL: Bureau of Instruction and Innovation.  
Provides expectations for student achievement in Florida.
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- 13 Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 (2004).

Ensures services to children with disabilities throughout the nation. Also governs how states and public agencies provide early intervention; special education; and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities.
  - 14 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).

Covers legal provisions of the Florida education system.
  - 15 Marzano, R. J., & Kendall, J. S. (2006). *The new taxonomy of educational objectives* (2nd ed.). Newbury Park, CA: Corwin Press.

Presents a taxonomy of three domains of knowledge based on current research on the nature of knowledge and cognition reflecting standards-based education.
  - 16 Marzano, R. J., Pickering, D. J., & Pollock, J. E. (2004). *Classroom instruction that works: Research-based strategies for increasing student achievement*. Upper Saddle River, NJ: Pearson Prentice Hall.

Presents research on the best strategies for raising student achievement through classroom instruction. Identifies nine high-yield strategies.
  - 17 McBrien, J., & Brandt, S. (1997). *The language of learning: A guide to education terms*. Alexandria, VA: Association for Supervision and Curriculum Development.

Examines more than 200 terms used in K-12 education in the United States. From ability grouping to year-round schooling, entries include definitions, background information, and, in many cases, additional references and resources.
  - 18 Olivier, C., & Bowler, R. (1996). *Learning to learn*. New York: Fireside.

Outlines a guide to learning disabilities based primarily on the experiences of parents and staff at Landmark College in Vermont, a two-year college specifically for students with learning disabilities.
  - 19 Rehabilitation Act, 29 U.S.C. § 504 (1973).

Empowers individuals with disabilities and ensures that the federal government plays a leadership role in promoting the employment of individuals with disabilities.
  - 20 Robb, L. (2003). *Teaching reading in social studies, science, and math*. New York: Scholastic Professional Books.

Includes strategy lessons to use before, during, and after reading. Explains how to support students one-on-one and how to use discussions to deepen learning, build vocabulary, and use literature in the content areas.
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- 21 Schuch, L. (Ed.). (2004). *Reading First coaching: A guide for coaches and Reading First leaders*. Naperville, IL: Learning Point Associates.
- Focuses on the process of coaching reading and provides a summary of the five elements of effective reading instruction.
- 22 Strong, R. W., Silver, H. F., Perini, M. J., & Tculescu, G. M. (2002). *Reading for academic success: Powerful strategies for struggling, average, and advanced readers, grades 7-12*. Newbury Park, CA: Corwin Press.
- Presents research and practical strategies that can be implemented in a classroom setting to help close the achievement gap between proficient and at-risk students.
- 23 Title IX, Education Amendments, 20 U.S.C. §§ 1681-1688 (1972).
- Discusses the idea that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity receiving federal financial assistance.
- Text of civil rights legislation coming under the U.S. Department of Labor is available at: [www.dol.gov/oasam](http://www.dol.gov/oasam)
- 24 U.S. Const. amend. I.
- Covers freedom of religion, press, and expression.
- 25 U.S. Const. amend. IV.
- Covers search and seizure.
- 26 U.S. Const. amend. XIV.
- Covers citizenship rights.

## **MANAGING THE LEARNING ENVIRONMENT**

- 27 Essex, N. (2007). *School law and the public schools: A practical guide for educational leaders* (4th ed.). Boston: Pearson Allyn & Bacon.
- Provides information on historical and contemporary legal issues affecting the organization and administration of schools in America. Integrates relevant case law rulings, charts, and tables throughout to provide concrete knowledge for operating within the boundaries of constitutional, statutory, and case law.
- 28 Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 (1974).
- Covers the privacy of student education records.
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- 29 Fla. Admin. Code Rule 6A (2007).

Outlines various aspects of the administrative code for the State Board of Education.

Available from the Florida Department of State administrative code Web site at [www.flrules.org](http://www.flrules.org)
  - 30 Florida Department of Education. (most recent version). *Financial and program cost accounting and reporting for Florida schools (redbook)*. Tallahassee, FL: Office of Funding and Financial Reporting.

Provides Florida school districts with a uniform chart of accounts for budgeting and financial reporting. Topics such as governmental accounting standards, program cost accounting and reporting, and school internal funds are also addressed.
  - 31 Florida Department of Education. (2003). *Statewide policy for strengthening domestic security in Florida's public schools modified by NIMS Policy Project Final Report (2006)*. Tallahassee, FL: Author.

Describes the policy used to assist Florida's public schools in responding to natural disasters and emergencies, including acts of terrorism.
  - 32 Illegal Immigration Reform and Immigrant Responsibility Act, 8 U.S.C. § 625 (1996).

Covers foreign students in public schools.
  - 33 Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 (2004).

Ensures services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention; special education; and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities.
  - 34 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).

Covers legal provisions of the Florida education system.
  - 35 Rehabilitation Act, 29 U.S.C. § 504 (1973).

Empowers individuals with disabilities and ensures that the federal government plays a leadership role in promoting the employment of individuals with disabilities.
  - 36 Southern Association of Colleges and Schools (SACS), Council on Accreditation and School Improvement (CASI). (most recent version). *Accreditation standards for public schools*. Outlines a set of quality standards for accreditation that apply to all public schools accredited by CASI, presenting a common core of expectations that link quality schools and accreditation.

Available at <http://sacscasi.org/region/standards/index.html>
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37 Torts, Fla. Stat. ch. 768 (2007).

Covers legal provisions of tort negligence.

38 U.S. Department of Education. (most recent version). *Guide to U.S. Department of Education programs: Improving basic programs operated by local education agencies (Title I, Part A)*. Washington, D.C.: Office of Communications and Outreach.

Describes the financial assistance provided to schools with high numbers or high percentages of poor children to help ensure that all children meet challenging state academic standards.

### **LEARNING, ACCOUNTABILITY, AND ASSESSMENT**

39 Elementary and Secondary Education Act, 20 U.S.C. (1965) *amended by* No Child Left Behind Act of 2001 (2002).

Enacts the theories of standards-based education reform, formerly known as outcome-based education, which is based on the belief that high expectations and setting of goals will result in student success.

40 Florida Center for Reading Research. (August 2005). *Elementary reading coaches guide to a comprehensive assessment plan*. Tallahassee, FL: Author.

Designed to acquaint school reading coaches with the assessment requirements of Florida's Reading First grant and to provide guidance on the implementation of the K-12 comprehensive reading plan.

Available from the FCRR Web site at <http://fcrr.org>

41 Florida Center for Reading Research. (most recent version). *Florida's Reading First assessment plan: An explanation and guide*. Tallahassee, FL: Author.

Provides an overview and summary information on Florida's Reading First assessment plan.

Available from the FCRR Web site at <http://fcrr.org>

42 Florida Department of Education. (most recent version). *Guide to calculating adequate yearly progress (AYP) technical assistance paper*. Tallahassee, FL: Office of Evaluation and Reporting.

Provides instructions and guidance in calculating aspects of AYP.

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- 43 Florida Department of Education. (most recent version). *Primary and secondary diagnostic instruments*. Tallahassee, FL: Just Read, Florida!  
Provides a resource list of assessment instruments used to give information on the growing pool of diagnostics appropriate for grades K-12 that meet psychometric standards.
- 44 Florida Department of Education. (most recent version). *Sunshine State standards*. Tallahassee, FL: Bureau of Instruction and Innovation.  
Provides expectations for student achievement in Florida.
- 45 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).  
Covers legal provisions of the Florida education system.
- 46 META Consent Decree. Fla. Admin. Code Rule 6A §§ 6.0900-6.0909 (1990).  
Discusses the State of Florida's framework for compliance with federal and State laws and jurisprudence regarding the education of English language learner students.  
Complete text and reference aids to the Consent Decree are available from the Office of Academic Achievement through Language Acquisition at [www.fldoe.org/aala/cdpage2.asp](http://www.fldoe.org/aala/cdpage2.asp)

## TECHNOLOGY

- 47 Children's Internet Protection Act (CIPA), 47 U.S.C. § 254 (2001).  
Covers concerns about access to offensive content over the Internet on school and library computers.
- 48 Florida Department of Education. (2006). *Technical assistance paper related to fingerprinting/background screening requirements of supplemental educational services (SES) providers*. Tallahassee, FL: Bureau of Public School Options.  
Presents a discussion of requirements of SES providers.
- 49 Lockard, J., & Abrams, P. (2003). *Computers for twenty-first century educators* (6th ed.). Boston: Pearson Allyn & Bacon.  
Provides a comprehensive discussion of electronic tools and related issues in educational technology. Emphasizes practical applications for students to understand how to use the information in the classroom. Also identifies how the content relates to professional standards for educational technology.
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- 50 Miller, M. (2007). *Absolute beginner's guide to computer basics* (4th ed.). Indianapolis, IN: QUE Publishing.  
Provides many "how-to" scenarios on a broad range of computer topics.
- 51 Picciano, A. G. (2005). *Data-driven decision making for effective school leaders*. Upper Saddle River, NJ: Pearson.  
Explores the role of data in making effective instructional, financial, and administrative decisions in schools. Covers concepts and foundations of data-driven decision making, basic applications, and basic statistical concepts.
- 52 Picciano, A. G. (2006). *Educational leadership and planning for technology* (4th ed.). Upper Saddle River, NJ: Pearson.  
Explores the role of the educational leader and the leader's effectiveness through technology planning.
- 53 Roblyer, M. D., Edwards, J., & Havriluk, M. A. (2005). *Integrating educational technology into teaching* (4th ed.). Columbus, OH: Pearson Merrill.  
Provides practical, effective ways to integrate technology-based teaching methods into everyday practice.
- 54 Simonson, M. R., & Thompson, A. (1996). *Educational computing foundations* (3rd ed.). Columbus, OH: Pearson Merrill.  
Introduces basic information needed to use computers.

## **HUMAN RESOURCE DEVELOPMENT**

- 55 Castetter, W. B., & Young, I. P. (2008). *The human resource function in educational administration* (9th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.  
Emphasizes the significance of the human resource function in educational administration—how the function is planned, organized, led, and controlled in the interest of organizational effectiveness.
- 56 Elementary and Secondary Education Act, 20 U.S.C. (1965) *amended by* No Child Left Behind Act of 2001 (2002).  
Enacts the theories of standards-based education reform, formerly known as outcome-based education, which is based on the belief that high expectations and setting of goals will result in student success.
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- 57 Fla. Admin. Code Rule 6A (2007).  
Outlines various aspects of the Florida administrative code for the State Board of Education.
  - 58 Florida Department of Education. (2006). *2005-06 strategic plan performance measures trend data*. Tallahassee, FL: Division of Accountability, Research, and Measurement.  
Outlines strategic imperatives and objectives on various statewide performance measures.
  - 59 Florida Department of Education. (most recent version). *Checklist for implementation of standards at the faculty level*. Tallahassee, FL: Office of Educator Recruitment, Development, and Retention.  
Presents protocol standards and evidence to be used by public school educators.
  - 60 Florida Department of Education. (1997). *Recommendations on self-reporting of arrests and convictions by educators*. Tallahassee, FL: Florida Education Standards Commission.  
Outlines procedures and methodologies for self-reporting requirements.
  - 61 Florida Department of Education. (most recent version). *Revised timelines for completion of the ESOL training requirements*. Tallahassee, FL: Office of Academic Achievement Through Language Acquisition.  
Details the training requirements and timelines for compliance with ESOL endorsement.
  - 62 Florida Department of Education. (n.d.). *Strategies for successful professional development*. Tallahassee, FL: Office of School Improvement, Lighting Best Practices Series.  
Outlines strategies to address the professional development needs of teachers to deepen their knowledge of subject matter, curriculum, and students, with the primary outcome being higher student achievement.
  - 63 Florida Department of Education. (most recent version). *What you need to know to become a certified educator in Florida*. Tallahassee, FL: Bureau of Educator Certification.  
Details the requirements and steps to become a certified educator in Florida.
  - 64 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).  
Covers legal provisions of the Florida education system.
  - 65 Labor, Fla. Stat. ch. 447, part II (2007).  
Covers collective bargaining.
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- 66 Smith, R. E. (2004). *Human resources administration: A school-based perspective*. Larchmont, NY: Eye on Education.  
Addresses the changing roles and functions of administrators in site-based management from the perspective of the principal and the school.
- 67 Webb, L. D., & Norton, M. S. (2003). *Human resource administration: Personnel issues and needs in education* (4th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.  
Presents principles relevant to human resource management across a variety of school systems. Examples from actual school settings link theory and practice.
- 68 Zepeda, S. J. (1999). *Staff development: Practices that promote leadership in learning communities*. Larchmont, NY: Eye on Education.  
Explores major issues in the field of staff development, including ideas and processes related to professional standards, the role of the principal, learning communities, staff-development models, and evaluating staff development.

## **ETHICAL LEADERSHIP**

- 69 Beckham, J. C., & Raiford, S. (2003). *The Florida school administrator's legal guide*. Bulverde, Texas: OMNI Publishers, Inc.  
Provides a reference for legal implications in the school with case law citations and case study examples.
- 70 Fla. Admin. Code Rule 6A (2007).  
Outlines various aspects of the Florida administrative code for the State Board of Education.
- 71 Florida Department of Education. (most recent version). *The code of ethics and the principles of professional conduct of the education profession in Florida*. Tallahassee, FL: Florida Education Standards Commission.  
Provides a complete list of the Florida education code of ethics.
- 72 Florida Department of Education. (most recent version). *Tools of the trade: Preventing harassment of employees*. Tallahassee, FL: Office of Equal Educational Opportunity Program.  
Addresses harassment of employees in education settings.
- 73 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).  
Covers legal provisions of the Florida education system.
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## DECISION-MAKING STRATEGIES

- 74 Drake, T. L., & Roe, W. H. (2002). *The principalship* (6th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.
- Discusses a comprehensive, up-to-date review of a principal's responsibilities in today's schools. Includes a focus on inclusion, alternative assessments, the movement toward accountability, work-based learning, and school violence and other social problems that affect schools.
- 75 Florida Department of Education. (most recent version). *Guide to calculating adequate yearly progress (AYP) technical assistance paper*. Tallahassee, FL: Office of Evaluation and Reporting.
- Provides instructions and guidance in calculating aspects of AYP.
- 76 Florida Department of Education. (most recent version). *Guide to calculating school grades technical assistance paper*. Tallahassee, FL: Division of Accounting, Research, and Measurement.
- Provides a description of the procedures used to determine school grades.
- 77 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).
- Covers legal provisions of the Florida education system.
- 78 Koehler, M., & Baxter, J. C. (1997). *Leadership through collaboration: Alternatives to the hierarchy*. Larchmont, NY: Eye on Education.
- Examines site-based management, shared decision making, facilitative leadership, and teacher empowerment.
- 79 Short, P. M., & Greer, J. T. (2001). *Leadership in empowered schools: Themes from innovative efforts* (2nd ed.). Upper Saddle River, NJ: Pearson Prentice Hall.
- Provides an in-depth analysis of school-based issues that focuses on change theory and implementation, developing a common vision, building trust in the organization, and empowering everyone in the school.

## COMMUNITY AND STAKEHOLDER PARTNERSHIPS

- 80 Fla. Admin. Code Rule 6A (2007).
- Outlines various aspects of the Florida administrative code for the State Board of Education.
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- 81 Florida Department of Education. (most recent version). *For parents of Florida's students who are gifted: An introduction to gifted education*. Tallahassee, FL: Bureau of Instructional Support and Community Services.  
Addresses questions parents may have about gifted programs.
- 82 Florida Department of Education. (most recent version). *Understanding FCAT reports*. Tallahassee, FL: Office of Assessment and School Performance.  
Addresses Florida Comprehensive Assessment Test (FCAT) reports and how to explain them to parents.
- 83 Gallagher, D. R., Bagin, D., & Moore, E. (2007). *The school and community relations* (9th ed.). Boston: Pearson Allyn & Bacon.  
Offers school officials practical solutions for effective communication with their staffs and communities in order to improve learning and quality in schools. Illustrates how to establish a public relations program that will be effective with every audience a school administrator might encounter.
- 84 Hall, G., & Hord, S. (2006). *Implementing change: Patterns, principles, and potholes* (2nd ed.). Boston: Pearson Allyn & Bacon.  
Focuses on understanding, evaluating, and facilitating the change process by presenting a number of research-based constructs and tools, along with examples of how each can be used by leaders.
- 85 Hughes, L., & Hooper, D. (2000). *Public relations for school leaders*. Boston: Pearson Allyn & Bacon.  
Provides a conceptual and research base for public relations for school leaders, demonstrating how these concepts can be practically implemented in school systems. Exercises and concepts are drawn from school life.
- 86 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).  
Covers legal provisions of the Florida education system.
- 87 Rehabilitation Act, 29 U.S.C. § 504 (1973).  
Empowers individuals with disabilities and ensures that the federal government plays a leadership role in promoting the employment of individuals with disabilities.

## **DIVERSITY**

- 88 Elementary and Secondary Education Act, 20 U.S.C. § 9524 (1965).  
Provides guidance on constitutionally protected prayer in public elementary and secondary schools.
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- 89 Family and Medical Leave Act, 29 C.F.R., part 825 (1993).  
Discusses the implications of family and temporary medical leave under certain circumstances.
  - 90 K-20 Education Code, Fla. Stat. chs. 1000-1013 (2007).  
Covers legal provisions of the Florida education system.
  - 91 Rehabilitation Act, 29 U.S.C. § 504 (1973).  
Empowers individuals with disabilities and ensures that the federal government plays a leadership role in promoting the employment of individuals with disabilities.
  - 92 Title IX, Education Amendments, 20 U.S.C. §§ 1681-1688 (1972).  
Discusses the idea that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity receiving federal financial assistance.

## **VISION**

- 93 Florida Department of Education. (most recent version). *Guide to calculating adequate yearly progress (AYP) technical assistance paper*. Tallahassee, FL: Office of Evaluation and Reporting.  
Provides instructions and guidance in calculating aspects of AYP.
  - 94 Florida Department of Education. (most recent version). *Guide to calculating school grades technical assistance paper*. Tallahassee, FL: Division of Accountability, Research, and Measurement.  
Provides a description of the procedures used to determine school grades.
  - 95 Florida Department of Education. (most recent version). *Sunshine State standards*. Tallahassee, FL: Bureau of Instruction and Innovation.  
Provides expectations for student achievement in Florida.
  - 96 Florida Department of Education. (most recent version). *Understanding FCAT reports*. Tallahassee, FL: Office of Assessment and School Performance.  
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- 97 Gallagher, D. R., Bagin, D., & Moore, E. (2007). *The school and community relations* (9th ed.). Boston: Pearson Allyn & Bacon.
- Offers school officials practical solutions for effective communication with their staffs and communities in order to improve learning and quality in schools. Illustrates how to establish a public relations program that will be effective with every audience a school administrator might encounter.
- 98 Hughes, L., & Hooper, D. (2000). *Public relations for school leaders*. Boston: Pearson Allyn & Bacon.
- Provides a research base in public relations for school leaders, demonstrating how these concepts can be practically implemented in the school systems. Exercises and concepts are drawn from school life.
- 99 Kaufman, R., Guerra, I., & Platt, W. (2005). *Practical evaluation for educators*. Thousand Oaks, CA: Corwin Press.
- Describes four steps that educators can use to complete the process of program evaluation.
-