

**Our Vision:**

OASBO and its members are the leading experts in school finance and business operations, resulting in efficient and effective schools.

Our Mission:

An association of Ohio school business officials empowering members by providing advocacy, collaboration, and innovative education

**Ohio Association of School Business Officials
Official Curriculum Syllabus**

Course Number:

EL 101

Course Title:

Essentials of Leadership

Course Description:

The Essentials of Leadership is a 1-day course in leadership development for those seeking their treasurer's license, or those currently serving in school business official role. The course will provide comprehensive content in the following areas: Characteristics of Leadership and the Role of the CFO/Treasurer, District Management – Relationship with the Board of Education and Superintendent, The District's Strategic Plan – Roles and Responsibilities of the CFO/Treasurer, The CFO/Treasurer's Office – Management and Development of Staff, and Advocacy and the Legislative Process.

Knowledge:

The participants will acquire knowledge in:

1. Knowing your Leadership Style (1.1, 1.6)
2. Understanding your community (1.1, 1.6)
3. Communicating Financial Messages – Public Presentations (1.1, 1.6)
4. Managing the Media (1.1, 1.6)
5. CFO/Treasurer's Relationship with the Board of Education (1.1, 1.2, 1.3)
6. Goal-Setting and Evaluation by the Board of Education (1.1, 1.2, 1.3)
7. The Superintendent and CFO/Treasurer Relationship (1.1, 1.2, 1.3)
8. Strategic Planning (1.1, 1.3)
9. The Strategic Plan – Roles and Responsibilities of the CFO/Treasurer (1.1, 1.3)

10. Best Practices and Helpful Resources (1.1, 1.3)
11. The CFO/Treasurer's Office – Staff Roles and Responsibilities (1.1, 1.4, 1.5)
12. Management of Staff – Importance of Communication (1.1, 1.4, 1.5)
13. Management of Staff – Setting Expectations and Accountability (1.1, 1.4, 1.5)
14. Public Presentations – Communicating Financial Messages (1.1, 1.4, 1.5)
15. Advocacy and Understanding the Legislative Process (1.1)
16. Advocacy Tips – Testimony, Letters and In-Person Meetings (1.1)

Suggested Text and/or References:

Ohio Association of School Business Officials *Essentials of Leadership*, (2022). Columbus: Hopkins Printing Company

Evaluation of Students:

Analysis of school district policies, procedures; examinations, papers, power point presentations

Presenters:

Several school business officials and content experts associated with the development of the curriculum will present under the direction of James Rowan, Executive Director, OASBO.