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# SAMPLE TEST ITEMS FOR SUBTEST II: MANAGEMENT PROCEDURES AND REQUIREMENTS FOR OREGON ADMINISTRATORS

This section of the study guide provides sample multiple-choice items with an answer key for Subtest II of the Oregon Educator Licensure Assessments® (ORELA®) Administrator Examination.

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## SAMPLE MULTIPLE-CHOICE ITEMS

This section presents sample multiple-choice items for you to review as part of your preparation for Subtest II of the Administrator Examination. To demonstrate how the test objectives may be assessed, each sample item is preceded by the objective that it measures. On an actual test, the objectives will not be given.

The sample multiple-choice items are designed to illustrate the nature of the test items. They should not be used as a diagnostic tool to determine your individual strengths and weaknesses. The multiple-choice items require you to demonstrate more than the ability to recall factual information. They ask you to think critically about the information, to analyze it, to consider it carefully, or to apply it to a hypothetical situation.

Work through each item carefully before referring to the answer key, which follows the sample multiple-choice items.

**Objective 0005**

*Understand how to manage the organization at the school and district level in ways that promote learning and achievement and help ensure the success of all students.*

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1. A school district is considering a plan to reorganize a number of student programs and services. The plan is intended to cut costs by increasing efficiency and reducing duplication across schools. In determining whether to proceed with the plan, district administrators should make it their *first* priority to answer which of the following questions?
  - A. What impact will the plan have on current patterns of space utilization in each district school and in the district as a whole?
  - B. How is the plan likely to affect the education of individuals and groups of students in the district?
  - C. What is the potential of the plan to free up funds that could be used to enhance overall district functioning and effectiveness?
  - D. Is the plan likely to require potentially unpopular changes in teacher and staff assignments?

**Objective 0006**

*Understand how to manage operational plans, procedures, and schedules at the school and district level to ensure a safe, effective, and healthy learning environment and promote achievement of educational goals.*

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2. Federal regulations state that in order to participate in the National School Lunch Program, a school district:
  - A. must provide free or reduced price lunches to any student enrolled in the district at the request of the student's family.
  - B. cannot use revenues generated by the school lunch program to support other programs, such as instruction or maintenance and repair.
  - C. must purchase food and other supplies from a list of vendors who are recognized by the National School Lunch Program.
  - D. cannot receive support, such as donations of food or money, from any source other than the National School Lunch Program.

**Objective 0007**

*Understand principles and practices of human resource management, including Oregon's educator licensure requirements, and their use in ensuring the placement of qualified staff in all positions and the provision of effective instruction to all students.*

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3. Which of the following practices would be most effective in helping ensure that candidates for an administrative position in a school are treated equitably during the interview process?
- A. assigning one member of the search committee to serve as an advocate for each candidate with other members of the committee
  - B. allowing each candidate to take as much time as is necessary to explain his or her qualifications
  - C. asking all candidates to respond to the same questions that are agreed upon in advance by all members of the search committee
  - D. providing all candidates with similar information about the job and the school before the interview

**Objective 0008**

*Understand principles and practices of fiscal and material resource management and their use in promoting the achievement of educational goals.*

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4. Which of the following is one provision of Oregon's Local Budget Law as it is applied to local school districts?
- A. School district budgets must be approved by the school board and then presented to the voters, who must approve the budget by a simple majority before any funds can be appropriated or spent.
  - B. School district superintendents must prepare a budget for consideration by the school board in which total expenditures do not increase or decrease by more than 2 percent compared with the previous budget.
  - C. School district budgets must adhere to a formula established by the State Board of Education specifying the percentage of the budget that must be allocated to each major category of spending.
  - D. School boards must establish a local budget committee consisting of an equal number of registered voters and school board members to review the budget and make recommendations to the board.

**Objective 0009**

*Understand ethical guidelines and policies, laws, regulations, and judicial decisions affecting education in Oregon.*

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5. Which of the following situations most clearly represents a conflict of interest on the part of an educational administrator?
- A. A superintendent donates money to the political campaign of a legislator who has been a strong supporter of increased state aid for education.
  - B. A principal hires the teenage daughter of a teacher who works at a different school in the district to babysit his children.
  - C. A superintendent accepts tickets to sporting events from a reporter who is writing a feature story about district schools.
  - D. A principal dismisses a probationary teacher who had previously been given several negative performance reviews by the principal.

## Answer Key for Sample Multiple-Choice Items

1. B
2. B
3. C
4. D
5. C

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