

CALIFORNIA ASSOCIATION OF DIRECTORS OF ACTIVITIES

MASTER ACTIVITY ADVISOR CERTIFICATION

GOAL: The program goal is to provide the educational community with highly trained advisors by having participants complete all 9 courses that comprise the CADA Certification Program and award them the designation of Master Activity Advisor – MAA.

LEVEL 1

FOUNDATIONS FOR STUDENT ACTIVITIES (#101 HBM 1437, 2-units)

Foundations is a basic introduction to the Essential Elements for successful Student Activities and how they all interrelate. The symposium includes but is not limited to an overview of:

- Communications
- Organizing Student Activities
- Leadership Program Development
- Developing Personal Leadership Skills,
- Legal Aspects of Student Activities
- Fiscal Accountability
- School Culture and Climate.

LEVEL 2

COMMUNICATIONS (#102 HBM1424a, 1-unit)

This course will cover the basic ideas on how to improve communication skills that are critical to a successful activities program.

ORGANIZING STUDENT ACTIVITIES (#103 HBM 1442b, 1-unit)

This course will identify strategies for organizing and planning an effective student activities program that will complement the school's instructional mission. It will include support programs for clubs and class advisors, athletic directors, teachers, and administrators.

LEADERSHIP PROGRAM DEVELOPMENT (#104 HBM 1454a, 1-unit)

This course will focus on the development and curriculum needs for a leadership class/program. It will include problem solving strategies, decision-making structures, and ways to develop leadership styles.

DEVELOPING PERSONAL LEADERSHIP SKILLS (#105 HBM 1454b, 1-unit)

This course will focus on an understanding of ethics and integrity utilizing the elements of Character Counts. The philosophy of inclusion and a desire for a safe school will be emphasized and strategies to motivate diverse student populations and tolerance among all stakeholders will be developed.

LEGAL ASPECTS OF STUDENT ACTIVITIES (#106 HBM 1453, 1-unit)

This course will provide an in-depth review of laws, codes, regulations, and court decisions having an affect on student government and student activities. A review of contracting, bidding, fundraising, and student rights affected by these codes and laws will also be studied. Guidelines for understanding the legal responsibilities of supervision with parent & staff volunteers in on or off campus activities will be provided.

FISCAL ACCOUNTABILITY (#107 non-unit)

This course will review the fiscal accountability of funds generated by students and the oversight responsibility of the expenditures of student monies according to state and federal laws and codes and best practice.

SCHOOL CULTURE & CLIMATE (#108 HBM 1461, 1-unit)

This course will develop an understanding and appreciation for a positive and collegial environment; where students, staff, and community members are recognized and appreciated. The value of inclusiveness verses exclusiveness will be presented.

FIELD STUDY IN STUDENT ACTIVITIES (#109, non-unit)

This independent field study project, to be agreed on by the participant and the facilitator, is intended to be valuable and meaningful to both the participant and the school.

CADA Administrative Task Force:

John Gibson, Principal, East Bakersfield High School
Tony Ortega, Asst Supt. for Business, El Monte USD
Stephanie Cereceres, school administrator
Bob Beale, activity & athletic director
Roger Blake, Asst. Executive Director, CIF

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