

# Graduate Programs in Educational Leadership

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**Program Director**

The graduate programs in Educational Leadership lead to NYS certification as a school building leader and/or a school district leader based on

- NYS knowledge and skills for School Building Leaders (SBL) and School District Leaders (SDL)
- NYS content areas proposed by the NYSED Commissioner's Regulations
- the knowledge, dispositions, and performances of the Professional Standards for Education Leaders (PSEL) and the National Educational Leadership Preparation (NELP) program standards
- Association for Advancing Quality Educator Preparation (AAQEP) standards for accreditation

The Educational Leadership programs invite competent and caring professionals to develop and/or enhance skills to lead from the positions they hold, to lead self, to lead others to lead themselves, and to lead with others to transform their organizations.

These goals help participants become qualified for administrative positions in New York State as school building leaders or school district leaders with certification awarded by the New York State (NYS) Office of Teaching Initiatives (OTI).

Completers of the School Building Leadership (SBL) program serve as teacher leaders, grade and subject coordinators, assistant principals, staff developers, department chairs, heads of schools, and other similar administrative positions.

Those seeking certification as school district leaders enroll in the Advanced Leadership Studies (ALS) program. Completers of the ALS program serve as superintendents, assistant or deputy superintendents, staff developers and/or coordinators of district wide programs in special education, math, science, technology, math, ELA, or in a variety of positions in district-level educational services.

Special Educators and Counselors who also acquire leadership certification serve on school and district administrative teams to advocate for the educational needs of students, faculties, and families.

## Educational Leadership Programs

### Option 1: Master of Science in Education in School Building Leadership (MS Ed. in SBL)

***Choose this option for your first master degree or for an additional master degree***

- leading to eligibility for **School Building Leader Certification**
- 33 credits (11 courses)

### Option 2: Advanced Certificate in School Building Leadership (AdvCert in SBL)

***Choose this option if you have a master degree and want an accelerated SBL certification program***

- a post-master accelerated program leading to eligibility for **School Building Leader Certification**
- 24 credits (8 courses)

### **Participants in the School Building Leadership (SBL) program meet the objectives of:**

- continuous improvement of schools through their course related leadership activities, the school-based internship, and continuous improvement initiative(s)
- continuous improvement of their crafts through reflective practice and plans for professional learning beyond course work
- developing and/or enhancing leadership knowledge, decision-making skill, and professional dispositions through course-related leadership activities and personal/professional learning plans
- acquiring eligibility for a NYS leadership position through successful completion of coursework based on the design and frameworks of the NYSED certification examination(s) for school building leaders
- developing or enhancing their knowledge, performance, and dispositions of the Professional Standards for Education Leaders (PSEL) and the National Educational Leadership Preparation (NELP) standards
- providing a quality education, based on and grounded in excellence, dignity, and connectedness that is delivered in a supportive educational environment through reflective practice, responsible self-direction, collaboration, and leadership in the positions they hold.

## School Building Leadership (SBL) Admission Requirements

- completion of the online Application for Admission to the School Building Leadership program
  - for the master degree or accelerated advanced certificate program
  - with all required documentation
- bachelor or master degree in an appropriate field
- initial or provisional or permanent or professional certification **or** the equivalent of such **or** appropriate and acceptable evidence of potential for educational leadership
- certificates of completion from approved providers of NYSED required workshops in
  - Child Abuse Prevention and Reporting
  - Schools Against Violence Education (SAVE)
  - Dignity for All Students Act (DASA)
- GRE scores for those seeking admission to their **first graduate program**.
  - the **GRE is not required** of an applicant who has completed a graduate program
- recommendation from an immediate or current supervisor
- recommendation from a higher ed professional attesting to potential for post-graduate studies
- statement of Interest that includes evidence of leadership for learning and future professional plans for using the degree
- consultation with the Program Director before beginning course work to design a program plan for courses and competencies appropriate to the position or certification desired

## Course Work in School Building Leadership (SBL)

The **Master degree and accelerated Advanced Certificate** programs both require an orientation course, six core courses accompanied by an additional 15-20 hours of course related leadership activities (CRLAs) per course (100 hours total), two internship courses that include on- and off-campus seminars.

EDUG 600	Orientation to School Building Leadership (0 credit or 3 credits based on student program)	
EDUG 735	Leadership for Learning, Decision Making and Change	3
EDUG 738	Evaluating School Effectiveness	3
EDUG 740	Educational Law for Administrators	3
EDUG 744	Contemporary Management Functions in the School	3
EDUG 745	Curriculum Development and Adaptation	3
EDUG 747	Supervision for the Improvement of Instruction	3

EDUG 748	Internship/Seminar I in School Building Leadership	3
EDUG 889	Internship/Seminar II	3

### **The Master Degree also requires**

EDUG 713	Methods of Educational and Psychological Research	3
EDUG 837	Organizational Development (or other appropriate elective from Graduate Education offerings)	3

## **The Internship for the MS Ed and AdvCert in the SBL program**

### **Prerequisites for the Internship:**

- completion of the orientation course
- six core courses (18 credits) with an earned GPA of 3.0 or better
- 100 additional hours of course related leadership activities completed in the field during the six core courses
- acceptance by a school or district administrator for an administrative internship
- sponsorship/mentoring by an SBL or SAS certified on-site mentor

The internship in School Building Leadership requires (but may not be limited to):

- two 3-credit internship courses and accompanying seminars
- 400 hours of administrative practice completed in
  - 30 weeks part time (3-4 hours per day) **OR**
  - 15 weeks full-time (6-8 hours per day)
- monthly on-campus internship seminars
- monthly off-campus seminars in diverse schools and settings
- an internship improvement initiative
- report of the impact of the internship improvement initiative
- digital video of an administrative activity
- chronological and cumulative logs and journals
- mentor evaluation of the internship experience
- submission of all required internship documentation included in an electronic internship portfolio

## **Participants in the Master degree or accelerated Advanced Certificate program in School Building Leadership meet these program completion requirements:**

- appropriate and continuous progress throughout coursework based on college requirements to maintain matriculation
- maintain a 3.0 (B) or better average in coursework
- complete all program requirements for assignments and internship according to the program completion schedule in the Letter of Acceptance

- maintain matriculation while completing internship and/or research and/or other completion requirements
- meet calendar dates for submitting approved, accepted, and graded documentation

## **New York State Certification as a School Building Leader**

Those seeking NYS certification in School Building Leadership must:

- present three-years experience as a teacher, counselor, special educator, or pupil personnel service as a school psychologist, social worker, or attendance teacher at the time of applying for NYS certification
- complete the School Building Leadership Program registered with NYSED
- present a cumulative GPA of 3.0 or better
- **pass the examination** for NYS SBL certification
- meet the NYS certification requirements in place at the time of applying for certification
- apply for NYS SBL certification with the assistance of the Manhattan College Certification Officer at 718-862-7957

**New York State certifies** school building and school district leaders, Manhattan College does not certify participants. Candidates for NYS certification are responsible to know and meet NYS requirements for the specific certification they seek, to meet NYS certification requirements in place at the time of applying for certification, to know and schedule certification test dates.

Changes in NYSED requirements for School Building and School District certification replace those in this catalog.

## **Advanced Leadership Studies (ALS) Program**

### **leading to NYS certification as a school district leader**

### **Option 1: Master Degree in Advanced Leadership Studies (MS ED in ALS)**

- a post-graduate program leading to eligibility for **NYS certification as a School District Leader**
- 30 credits (6 courses)

***Choose this option if you want a master degree in ALS leading to NYS certification as a school district leader***

## **Option 2: Advanced Certificate in Advanced Leadership Studies (AdvCert in ALS)**

- a post-graduate accelerated program leading to eligibility for **NYS Certification as a School District Leader**
- 11 credits (3 courses)

***Choose this option if you have 50 or more graduate credits and seek an accelerated SDL certification program.***

## **Advanced Leadership Studies (ALS) Admission Requirements**

- completion of the online Application for Admission to the Advanced Leadership Studies program
  - for the master degree or accelerated advanced certificate program
  - with all required documentation
- a graduate GPA of **3.5 or better**
- two years of administrative experience **or** the equivalent
- **two letters** of recommendation from:
  - a current or immediate supervisor attesting to potential for leadership
  - a higher ed professional attesting to potential for post-graduate studies
- three years of full-time, classroom teaching, pupil personnel service, or educational leadership experience
- sponsorship/mentoring by a certified school district leader (SDL or SDA)
- certificates of
  - Child Abuse Recognition and Reporting
  - Safe Schools and Violence Prevention Legislation
  - Dignity for All Children Act (DASA)

## **Course Work in the Advanced Leadership Studies (ALS) program**

### **for the Master of Science degree (MS Ed. in ALS)**

Those with less than 50 hours of graduate credits, may seek the master of science degree in Advanced Leadership Studies in School District Leadership. The **MS Ed in ALS** consists of 24 credits of coursework and 6 credits of internship/seminar. New York State requires a total of 60 graduate credits for SDL certification

EDUG 840	School Finance + Field Experience	4
EDUG 871	Quantitative Process Control in Education + Field Experience	4
EDUG 847	Total Quality Management for Educational Leaders + Field	4
EDUG 861	Standards Based Performance Assessment + Field	4
EDUG 865	Instructional Design, Technology & Information Processing +Field	4
EDUG 892	Organizational Development + Field	4

### plus two 3-credit internship courses

EDUG 889	Internship/Seminar II	3
EDUG 893	Internship/Seminar III in School District Leadership	3

- mentoring by a certified district-level administrator (SDL or SDA)
- an additional 10 hours of field work in each course (a total of 60 hours)
- at least 250 hours of district-level administrative practice and 150 hours of school-level internship
- attendance at scheduled seminars
- completion of an internship improvement initiative at the district level
- report of the impact in the district of the internship improvement initiative
- mentor evaluation of the district level internship
- submission of required documentation in an electronic portfolio

## Course Work for the Advanced Certificate in the ALS program

Those applying to the accelerated Advanced Certificate leading to NYS certification as a school district leader participate in the **Advanced Leadership Studies** program present a minimum of 49 post-baccalaureate credits in an appropriate field.

The accelerated post-graduate program in Advanced Leadership Studies leading to School District Leadership certification consists of 3 courses (11 credits):

EDUG 840	School Finance + Field Experience	4
EDUG 871	Quantitative Process Control in Education + Field Experience	4
EDUG 893	Internship/Seminar III in School District Leadership	3

## District level internship requirements in the ALS program

- acceptance by a school district for a district level administrative internship experience
- sponsorship/mentoring/partnership with an on-site certified school district leader (SDL or SDA)
- a proposal for an internship improvement initiative in partnership with the district and consultation with the Manhattan College Supervisor
- an additional 10 hours of district level administrative activity in the field for each of the required courses

- at least 250 hours of district-level administrative practice and attendance at accompanying seminars
- sustained district level administrative experience in diverse settings that is
  - planned collaboratively and in partnership with college and district personnel in substantive, appropriate, and approved district level administrative and supervisory tasks.
- an impact report of the district level internship improvement initiative
- evaluation of the internship by the mentor
- submission of required documentation in an electronic portfolio

## **NYS Certification as a School District Leader**

Candidates for NYS certification as a School District Leader (SDL) must:

- complete the NYS registered master degree or accelerated advanced certificate in the Advanced Leadership Studies program for school district leadership
- acquire a total of 60 or more post-baccalaureate credits by the end of the program
- a cumulative GPA of 3.5 or better
- pass the examination for NYS certification as a school district leader
- apply for NYS certification as a school district leader through the Manhattan College Certification Officer at 718-862-7957

**New York State certifies** school district leaders, Manhattan College does not certify participants.

Candidates for NYS certification are responsible to know and meet NYS requirements for the specific certification they seek, to meet NYS certification requirements in place at the time of applying for certification, to know and schedule certification test dates.

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