Educational Leadership Programs

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The graduate programs in Educational Leadership leading to NYS school building and school district certification are based on

- NYS knowledge and skills for School Building Leaders (SBL), School District Leaders (SDL), and School District Business Leaders (SDBL),
- NYS content areas proposed by the NYSED Commissioner’s Regulations
- the knowledge, dispositions, and performances based on the Professional Standards for Education Leaders (PSEL) and the National Educational Leadership Preparation (NELP) 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 with school building or school district certification awarded by the New York State (NYS) Office of Teaching Initiatives (OTI).

Program completers serve as teacher leaders, grade and subject coordinators, assistant principals, staff developers, department chairs, heads of schools, and other similar administrative positions. Special Educators and Counselors with leadership certification serve on administrative teams to advocate for the educational needs of students, faculties, and families. District level completers serve in a variety of positions in district-level educational services.

Educational Leadership Programs

School Building Leadership (SBL) Program

Option 1: Master Degree in School Building Leadership (MS Ed in SBL)

- leading to eligibility for School Building Leader Certification
- 33 credits (11 courses)
- Choose this option if you are seeking a first master degree or an additional master degree.
Option 2: Advanced Certificate in School Building Leadership (AdvCert in SBL)

• a post-master accelerated program leading to eligibility for School Building Leader Certification
• 24 credits (8 courses)
• Choose this option if you already have a master degree and want an accelerated program for SBL certification.

Advanced Leadership Studies (ALS) Program leading to School District Leadership Certification

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

• a post-graduate program leading to eligibility for School District Leader Certification
• 30 credits (6 courses)
• Choose this option if you want a master degree in School District Leadership

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

• a post-graduate accelerated program leading to eligibility for School District Leader Certification
• 11 credits (3 courses)
• Choose this option if you have 50+ post-graduate credits and seek an accelerated program for SDL certification.

Participants in an Educational Leadership Program meet the objectives of:

• continuous improvement of schools and districts through their course related leadership activities, the 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 their 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)
• developing or enhancing their knowledge, performance, and dispositions of the Professional Standards for Education Leaders (PSEL) and the National Educational Leadership Program (NELP) standards
• providing a quality education, based on and grounded in excellence, dignity, and connectedness that is delivered in a supportive environment through reflective practice, responsible self-direction, collaboration, and leadership in the positions they hold.

**School Building Leadership**

**Admission Requirements**

• bachelor or master degree in an appropriate field
• initial or provisional or permanent or professional certificate or the equivalent of such or give 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
• a meeting with the Program Director -- preferably before beginning course work to consult and design a program plan for courses and competencies appropriate to the position or certification they seek.

**Course Work in School Building Leadership (SBL)**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUG 600</td>
<td>Orientation to School Building Leadership</td>
<td>0 or 3 credits based on student program</td>
</tr>
<tr>
<td>EDUG 735</td>
<td>Leadership for Learning, Decision Making and Change</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 738</td>
<td>Evaluating School Effectiveness</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 740</td>
<td>Educational Law for Administrators</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 744</td>
<td>Contemporary Management Functions in the School</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 745</td>
<td>Curriculum Development and Adaptation</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 747</td>
<td>Supervision for the Improvement of Instruction</td>
<td>3</td>
</tr>
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### The Master Degree also requires:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUG 713</td>
<td>Methods of Educational and Psychological Research</td>
<td>3</td>
</tr>
<tr>
<td>EDUG 837</td>
<td>Organizational Development (or other appropriate elective from Graduate Education offerings)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Prerequisites for the Internship:**

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

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
- an electronic internship portfolio
- 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

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 718-862-7373

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

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

**Advanced Leadership Studies**

**Admission Requirements**

leading to certification in School District Leadership

- 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
- certificates of
  - Child Abuse Recognition and Reporting
  - Safe Schools and Violence Prevention Legislation
  - Dignity for All Children Act (DASA)
Course Work in Advanced Leadership Studies (ALS) 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:

- 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 in School Building Leadership 3
- EDUG 893 Internship/Seminar III in School District Leadership 3

• mentoring by a certified district-level administrator
• completion of an internship improvement initiative
• report of the impact of the internship improvement initiative
• mentor evaluation of the district level internship

Course Work for the Advanced Certificate in ALS

Those applying to the post-graduate Advanced Certificate leading to School District certification participate in the Advanced Leadership Studies program option and must present a minimum of 50 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:

- 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

• mentoring by a certified district-level administrator
• completion of an internship improvement initiative
• report of the impact of the internship improvement initiative
• mentor evaluation of the district level internship

District level internship requirements

• acceptance by a school district for a district level administrative internship experience
sponsoring/mentoring/partnership with an on-site certified district administrator
• a proposal for an internship improvement initiative in partnership with the district
• at least 250 hours of district-level administrative practice and accompanying seminar
• sustained 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

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 post-graduate program in Advanced Leadership Studies in School District Leadership at Manhattan College
• acquire a total of 60 or more post-baccalaureate credits by the end of the program
• with a cumulative GPA of 3.5 or better
• pass the examination for NYS certification as a school district leader
• apply for SDL certification through the Manhattan College Certification Officer at 718-862-7373

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

Candidates for NYS certification are responsible for knowing and meeting NYS requirements for the specific certification they seek, for meeting NYS certification requirements in place at the time of applying for certification, knowing and scheduling certification test dates.

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