Educational Leadership Programs

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The graduate programs Educational Leadership 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
• CAEP Standards for Advanced Programs

The Educational Leadership programs invite competent and caring professionals to develop and/or enhance skills to lead self, lead others to lead themselves, and lead with others to transform the organization.

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, and the like. Special Educators and Counselors with leadership certification serve on administrative teams to advocate for student and faculty educational needs. District level completers serve in a variety of positions in district-level educational services.

Programs Options in Educational Leadership

Option 1

Master Degree in School Building Leadership (MS Ed in SBL)

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

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)
Option 3

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)

Option 4

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)

Program participants 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 the classroom
• 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, performances, and dispositions of 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.

Prerequisites for Admission
• 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
• Statement of Interest that includes evidence of leadership for learning and future professional plans for using the degree
• meet 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

For the Master of Science in Education and Advanced Certificate in SBL

Both program options require: orientation to school building leadership, six core courses that include 15-20 hours of course related leadership activities (CRLAs) per course, and two internship courses.

• EDUG600 Orientation to School Building Leadership
• EDUG735 Leadership for Learning, Decision-making, and Change
• EDUG738 Evaluating School Effectiveness
• EDUG740 Education Law for Administrators
• EDUG744 Contemporary Management Functions
• EDUG745 Curriculum Development and Adaptation
• EDUG747 Supervision for the Improvement of Instruction
• EDUG748 Internship/Seminar 1
• EDUG889 Internship Seminar 2

The Master Degree also requires

• EDUG713 Methods in Educational and Psychological Research
• an Elective.

The Internship for the MS Ed and AdvCert in SBL

Prerequisites for the Internship:

• completion of six core courses (18 credits) with a minimum GPA of 3.0 or better
• 100 hours of course related leadership activities completed in the field during coursework
• 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
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- 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
- submission of all required internship documentation

Program Completion

Participants in the master degree or post-master (Advanced Certificate) program in School Building Leadership meet these graduation requirements:

- make appropriate and continuous progress throughout coursework based on college requirements for maintaining matriculation
- maintain a 3.0 (B) average in coursework
- complete all program requirements for assignments and internship according to the program completion schedule in the Letter of Acceptance
- meet calendar dates for submitting approved and accepted and graded documentation
- complete the online application to graduate according to the schedule required by the Registrar

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

Programs in Advanced Leadership Studies

leading to eligibility for certification as a School District Leader

Pre-requisites for Admission

- a graduate GPA of 3.5 or better
- two years of administrative experience or the equivalent
- two letters of recommendation from:
  - a current professional supervisor attesting to potential for leadership
  - a higher ed professional attesting to potential for post-graduate studies
- sponsorship/mentoring by a certified school district leader
Post-master Advanced Certificate in Advanced Leadership Studies
(certification in School District Leadership - 11 credits)

Those applying to the post-graduate program leading to School District certification participate in the Advanced Leadership Studies program 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:

- two 4-credit courses that include 10 hours each of supervised fieldwork.
  - EDUG871 Statistical Process Control + 10 hrs of Field
  - EDUG740 Education Finance + 10 hrs of Field
- one 3-credit internship of 250 hours of district level internship
  - EDUG893 Internship/Seminar 3
- mentoring by a certified district-level administrator
- completion of an internship improvement initiative.

Master of Science in Education in Advanced Leadership Studies
(certification in School District Leadership - 30 credits)

Those with more than 30 but less than 50 hours of postgraduate 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:

- six 4-credit courses that include 10 hours of field work per course
- two 3-credit courses of internship that include
  - EDUG 889 Internship/Seminar II + 150 hours of school level field activity (may be waived if taken in a previous advanced certificate program). 3 credits
  - EDUG 893 Internship/Seminar III plus 250 hours of supervised administrative practice plus a report of the impact of the internship improvement initiative. 3 credits

The district level internship requires

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

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
• have a 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.

Changes in NYSED requirements for School Building and School District certification take precedence over those in this catalog.