

# SCHOOL BUILDING LEADER ADVANCED CERTIFICATION

**Program Director: Dr. Tyrone Bynoe**

The School Building Leader Advanced Certificate Program prepares students for administrative leadership at the school building level. Candidates are elementary and secondary teachers or counselors seeking positions as school building administrators. The 24-credit program provides students with research-based knowledge and experience in areas such as leadership, school and community relations, school finance, school law, evaluation and supervision; standards-based curriculum and special education for school administrators. The program is offered in a hybrid format of online and in-person instruction. A candidate is required to complete 600 hours of practicum and internship to complete the program. This coursework prepares a candidate to take the New York State test for the School Building Leader certification, which requires passing the two-part test for certification.

## Information About Certification

Upon successful completion of the registered program, a candidate is recommended to NYSED for the School Building Leader certification. Candidates should contact the Office of Educator Preparation Placement and Certification regarding the certification process.

## Admission Requirements

The admission committee reviews the following in considering candidates for this program:

1. Master's in Education or certification-related area
2. Three years of K-12 school experience
3. Teaching or Counseling certification
4. Transcripts from all colleges previously attended
5. Two references, including one from supervising principal or superintendent, that address the candidate ability to do graduate work and the candidate's success as a teacher/counselor
6. Interview
7. Writing sample
8. Additional information, if requested by program director

## Transfer Credits

Students may be able to apply up to six (6) credits of graduate coursework taken at another institution. These six (6) credits may result in a waiver of coursework, if the courses were from a completed graduate program. If a waiver is approved, the candidate must take up to six (6) elective credits to meet the total credit requirement of the program. The program director, in consultation with the Registrar, will determine if and how transfer credits may be applied at the time the program plan is written.

## Certification Requirements

Code	Title	Credits
EDL-515	LEADERSHIP/PRINCIPALSHIP	3
EDL-522	SCHOOL/COMMUNITY RELATIONSHIPS	3
EDL-523	SCHOOL LAW	3
EDL-524	SCHOOL FINANCE	3

EDL-535	EVAL/SUPRV INSTR/STAFF	3
EDL-542	LEADING EFFECTIVE INCLUSIVE SCHOOLS	3
EDL-599A	SCH BLDG LDR PRACTICUM	1
EDL-599B	SCH BLDG LDR INTERNSHIP	2
EDUC-615	USING DATA FOR SCHOOL IMPROVEMENT	3
EDL-599C	INTERNSHIP/PRACTICUM SUPERVISION <sup>1</sup>	0
<b>Total Credits</b>		<b>24</b>

<sup>1</sup> This course will be required if continuing supervision is needed in order to complete practicum and internship hours.

## Field-Experience Requirements

For this certification, students are expected to complete two competency-based field experiences in K-12 settings. One will be in an elementary setting and the other in a secondary setting.

1. The first field experience is the 1 credit EDL-599A Practicum requiring 200 clock hours. The practicum involves shadowing and observing, with limited administrative responsibilities under close supervision. A student may begin the practicum once the first three school building level educational leadership courses are completed. The practicum may be in either the elementary or secondary setting.
2. The second field experience is the 2 credit EDL-599B Internship requiring 400 clock hours. The internship provides a candidate with more independent opportunities to acquire the skills, strategies, and competencies needed to successfully lead a school and improve student learning while working with other administrators, students, teachers, and community members. The internship is completed in the opposite school setting than the practicum. For example, if the practicum is completed in an elementary setting, then the internship must be in a secondary setting.

A student may register for and begin the practicum and internship after completing three school building level educational leadership courses. The practicum, which is more closely supervised and limited in scope, should be completed prior to the more independent internship experience.

## Exit Criteria

1. A cumulative GPA of at least 3.0
2. Successful completion of the practicum and internship
3. Submission of a satisfactory standards-based electronic portfolio showing professional growth and accomplishments during the coursework and field experiences

## Certification

A candidate must successfully complete all coursework in the program, as well as the NYSED School Building Leader test, to be recommended for certification. A candidate should contact the Office of Educator Preparation Placement and Certification regarding the certification process.