

SCHOOL BUILDING LEADER ADVANCED CERTIFICATION

Program Director: Margaret Jones-Carey, Ed.D.

This is a school administrator certification program only and prepares students for administrative leadership at the school building level. It is for elementary and secondary teachers or counselors seeking positions as school building administrators at some time in their careers. The 24-credit program provides students with extended research-based knowledge 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. This program is offered in a hybrid format of online and in-person instruction. Upon completion of the registered program, candidates will receive a Certificate of Program Completion.

Information About Certification

Completion of these courses prepares the candidate to take the New York state test for School Building Leader administrative certification.

Admission Requirements

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

1. Master's degree in Education or certification-related area
2. K-12 School Experience (three years)
3. Teaching or Counseling Certification
4. Transcripts from all colleges previously attended
5. Two references (one from supervising principal or superintendent)
 - a. Ability to do graduate work
 - b. Success as a teacher/counselor
6. Interview
7. Writing Sample
8. Test scores: GRE, MAT or another substantially equivalent test
9. Additional information, if requested by program director

Transfer Credits

Students may be able to apply up to six (6) credits of administrative coursework taken elsewhere to this program. The program director makes all decisions about acceptance of transfer credits 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
Total Credits		24

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. 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 will be at the opposite school setting as the Practicum. For example, if the Practicum is completed in an elementary setting, then the Internship will 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.

Students who are teaching in K-12 school settings may be eligible to complete their field experiences in their place of work. This should be discussed with the adviser early in the program so that appropriate arrangements can be coordinated.

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

Upgrade to Educational Leadership

Students entering or presently enrolled in the School Building Leader Program are encouraged to take the two additional courses (EDUC-500 & EDUC-505) required to earn the MSED in Educational Leadership. This may be especially useful for students who anticipate one day working in a state other than New York. Please contact the Program Director, Dr. Margaret Jones-Carey, for more information.