

SCHOOL DISTRICT LEADER ADVANCED CERTIFICATION

Program Director: Dr. Tyrone Bynoe

The School District Leader Advanced Certificate program prepares students for administrative leadership at the school district level. It is for school building leaders/administrators seeking positions as school district level administrators. This is a certificate-only program.

There are 12 credit hours required for the School District Leader certification program, including 180 hours of practicum and internship at the district level.

This program provides students with research-based knowledge and experience in areas such as negotiations, leadership for the superintendency, and central office leadership. Completion of these courses prepares the candidate to take the New York State School Leader Certification Examinations 103 and 104, which the New York State Education Department requires for School District Leader administrative certification.

Information About Certification

Upon successful completion of program coursework, as well as the NYSED School District Leader tests, a candidate may be recommended for the School District Leader certification by the Office of Educator Preparation Placement and Certification (EPPC). The candidate must submit to NYSED a letter of recommendation from the superintendent of his/her/their school district and provide all graduate transcripts as proof that the candidate has completed 60 graduate credits.

Admission Requirements

The admissions 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 in New York
3. Teaching or Counseling certification
4. School Building Level certification or at least 18 credits of school building leader graduate course credits
5. Transcripts from all previous colleges attended
6. Two references, including one from supervising principal or superintendent, addressing the candidate's ability to do graduate work and the candidate's success as a school building level administrator
7. Interview
8. Writing sample
9. Additional information, if requested by program director

Transfer Credits

Students may be able to apply up to three (3) credits graduate coursework from another institution. Those credits may be applied to waive a course requirement, but the candidate must then complete another 3-credit elective to maintain the total credit requirement for the program. The program director, in consultation with the Registrar, will determine the applicability of transfer credits at the time the program plan is written.

Certification Requirements

Code	Title	Credits
EDL-620	THE SUPERINTENDENCY	3
EDL-630	CENTRAL OFFICE LEAD/PLAN	3
EDL-640	LEADERSHIP IN PERSONNEL ADMINISTRATION	3
EDL-698A	SCHOOL DISTRICT LEADER PRACTICUM	1
EDL-698B	SCHOOL DISTRICT LEADER INTERNSHIP	2
EDL-698C	INTERNSHIP/PRACTICUM SUPERVISION ¹	0
Total Credits		12

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

Clinical Experience Requirements

For this certification, candidates are expected to complete two competency-based clinical experiences in district office settings.

1. The first clinical experience is the 1 credit EDL-698A Practicum. The practicum requires 90 clock hours. The practicum, which generally involves shadowing, observation, and limited administrative responsibilities under close supervision, should be completed prior to the internship.
2. The second clinical experience is the 2 credit EDL-698B Internship requiring 90 clock hours. The internship, which is a more independent administrative experience with greater responsibilities for leading school improvement initiatives and projects, should be completed after the practicum is completed.

A student may begin the practicum and internship once the first two district level educational leadership courses are completed. The practicum precedes the internship.

Exit Criteria

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

Certification

Upon successful completion of the program coursework, as well as the NYSED School District Leader certification test, the candidate may be recommended to NYSED for certification. The candidate must submit a letter of recommendation from the school district superintendent and transcripts reflecting the completion of 60 graduate credits. The candidate should contact

the Office of Educator Preparation Placement and Certification for information about the certification process.