School Administration

For licensure or non-licensure: 37 credits, 4 terms full-time ● **Newly redesigned program approved** by the Mass. Dept. of Elementary & Secondary Education for ● Superintendent/Assistant Superintendent (all levels) ● Principal/Assistant Principal (levels PreK-6, 5-8, 9-12) ● Supervisor/Director (at level of prerequisite license)

The **SCHOOL ADMINISTRATION** program is based on the standards of the Educational Leadership Constituent Council (ELCC) and follows the Massachusetts Department of Elementary and Secondary Education's (DESE) Professional Standards for Administrators. The program prepares administrators who have demonstrable skills in instructional leadership, management and operations, family and community engagement, and fostering of a professional culture. The ultimate goal is to create competent, caring and qualified educators, based on the principles of the Teacher Education Accreditation Council.

Outcomes — Graduates demonstrate a realistic understanding of the expectations and responsibilities of site-based administrators. They shall be able to promote the learning and growth of all students and the success of all staff by cultivating a shared vision that makes effective teaching and learning the central focus of schooling. They are able to effectively, safely, and efficiently use resources to implement appropriate curriculum, staffing, and scheduling; establish effective partnerships with families, community organizations, and other stakeholders to support the mission of the school and district; and nurture and sustain a school culture of reflective practice, high expectations, and continuous learning for staff.

Careers — Graduates who qualify to seek one of the site administrator licenses can enter into the full range of school leadership positions as well as enter into the policy arena. Most commonly graduates assume teacher-leader roles, assistant principal and principal positions. Some move into management of corporate education. Those graduating in the non-licensure track are able to pursue positions in private and charter schools; in workforce development, training, or policy. Some graduates enter the Cambridge College CAGS program in educational leadership and move into the same positions as above with the addition of central office positions.

An administrator license is required for employment half-time or more as director, department head, or curriculum specialist.

Admissions Requirements

- Bachelor's degree with **minimum cumulative GPA of 3.0**. Applicants with lower grades may apply but must provide compelling evidence of potential to complete graduate level coursework.
- Three full years of specific employment.
- All other Educational Leadership/MEd requirements. (See Admissions).

Non-Licensure and Licensure Pathways

All new educational leadership students, both MEd and CAGS, must matriculate into the non-licensure pathway.

Non-licensure program requirements: All program components are required except the teacher tests. The faculty may provide an alternative assignment to the practicum.

Admission requirements for licensure pathway — Candidates whose goal is administrator licensure must meet the following additional requirements to be accepted into the licensure pathway. This second step is distinct from admissions: All documents must be submitted to your academic advisor.

- Passing score on the MA Communication and Literacy Test (MTEL) on official DESE letterhead or ELAR (Educator Licensing and Recruitment System).
- Minimum 3.0 GPA in Cambridge College graduate coursework.
- Two letters of recommendation, one from EAD691 leader and one from an course faculty instructor.
- Change of Academic Program form signed by program chair.

Practicum Prerequisites

- Pass all teacher tests required by the state for this license. Massachusetts: Communication & Literacy (MTEL).
- SEI605　Sheltered English Immersion (3 additional credits) or MA DESE-endorsed course or SEI MTEL.
- Pre-Practicum — 25 hours.
- Pass all courses.

Practicum — **500 hours*** in role & level of license sought

Guided and evaluated by a licensed/certified school administrator in the classroom and a Cambridge College supervisor. Practicum locations are subject to MA DESE regulations and must be approved by the program chair. Students are responsible for discussing options for practicum with the program chair.

EAD790**A**　Supt/Asst Supt (all levels)

EAD790**B**　Princ/Asst Princ (PreK-6)

EAD790**C**　Princ/Asst Princ (5-8)

EAD790**D**　Princ/Asst Princ (9-12)

EAD790**E**　Superv/Dir (at level of prerequisite license)

Exit Performance Portfolio required for credit.

***300 hours for Supervisor/Director

Seminars, Courses & Final Project		Pre-Practicum	Credits	Schedule
EAD691N	Professional Seminar I	25 hours	2	first term
EAD692N	Professional Seminar II	0	2	second term
	Practicum			
EAD693N	Professional Seminar III: Research	65 hours	2	third term
EAD688	Legal Aspects of School Administration	10 hours	3	Fall (DL), Spring
EAD690	Finance & Business Admin for School Administrator	10 hours	3	Fall, Spring (DL), Summer
EAD684	Selection, Development, & Supervision of Educational Personnel	10 hours	3	Fall, Summer
EAD712	Curriculum Development, Assessment & Improvement for the School Administrator	10 hours	3	Fall, Summer
EAD662	Contemporary Issues & Topics in Educational Administration /Technological Skills	10 hours	3	Spring, Summer
EAD782	Reconceptualization of Schools	10 hours	3	Spring, Summer
EAD720	Advanced Systems Theory (additional for Supt/Asst Supt; program total 40 credits)	10 hours	3	Summer
EAD694N	Professional Seminar IV: Research *must be taken together with EAD790*	65 hours	2	
EAD790	Practicum in School Administration (see below)	300 hours	5	
EAD800	Independent Learning/Research Project	0	3	last term
	Totals	500 hours	37 credits	

Satisfactory academic progress — All students must maintain a minimum GPA of 3.0 or be placed on academic probation.

Program and course schedule subject to change.

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