



Master of Education

School Administration

For licensure 37 credits*, 4 terms full-time • Non-licensure 32 credits, 4 terms full-time • Program approved by the Mass. Dept. of Elementary & Secondary Education (ESE) for • Superintendent/Assistant Superintendent (all levels) • Principal/Assistant Principal (levels PreK-6, 5-8, 9-12) • Supervisor/Director (at level of prerequisite license)

The MEd in **SCHOOL ADMINISTRATION** reflects current standards established by the Educational Leadership Constituent Council (ELCC) and the Massachusetts Department of Elementary and Secondary Education (DESE). The program prepares aspiring and experienced leaders for schools and districts in P-12 settings 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. Certification components are aligned exclusively for licensure in the Commonwealth of Massachusetts.

Outcomes — Graduates: (a) demonstrate a realistic understanding of the expectations and responsibilities of site-based administrators, (b) promote the learning of all students, and (c) support the professional growth and success of staff by cultivating a shared vision that makes effective teaching and learning the central focus of education. Graduates also work effectively, safely, and efficiently to use resources to implement appropriate curriculum, staffing, and scheduling; establish partnerships with families, community organizations, and other stakeholders supportive of the mission specific to the school and district; and to nurture and sustain a culture of reflective practice, high expectations, and continuous learning for all involved.

Careers — Graduates qualifying for administrative licensure typically receive leadership and policy-related positions in P-12 public school settings. Most commonly, graduates become teacher-leaders, assistant principals, and principals or pursue management positions in organizations and agencies specific to education. Similarly, graduates with the MEd non-licensure typically pursue leadership positions in private and charter schools; workforce development, training, or policy. Some later return to complete certification requirements in the CAGS program in order to pursue positions in public schools and districts.

Note that administrative license is required for employment half-time or more as a director, department head, or curriculum specialist.

MEd—Licensure

Program Entry

Evidence of successful completion of the MA Communications and Literacy (MTEL) test and GPA requirement are required for program entry. If the MTEL is not available, students seeking certification in School Administration must first matriculate into the non-licensure pathway, then complete a Change-of-Academic Program signed by the Chair, Educational Leadership and Dean, School of Education once this requirement is met.

Practicum Prerequisites

- Declaration of an area of certification filed with the program chair.
- Successful completion of all courses with a grade of “B” or better.
- SEI705 Sheltered English Immersion for Administrators (2 additional credits) or successful completion of the SEI RETELL or SEI MTEL.
- Documented completion of all Pre-Practicum hours embedded in courses appropriate to the area of certification.

Practicum

Once all prerequisites are successfully completed, candidates for licensure in one of the certification areas for the MEd in School Administration must complete a Practicum Placement Form and be approved for a placement by the Chair, Educational Leadership. Guided and evaluated by a licensed/certified and practicing school administrator and a Cambridge College supervisor, completion of the practicum includes documented evidence of application, synthesis, and evaluation of all performance standards specific to one area of certification:

- EAD790A Supt/Asst Supt (all levels)
- EAD790B Princ/Asst Princ (PreK-6)
- EAD790C Princ/Asst Princ (5-8)
- EAD790D Princ/Asst Princ (9-12)
- EAD790E Superv/Dir (at level of prerequisite license)

Program Completion

To exit the program, candidates are required to have met all requirements for program entry, practicum pre-requisites, and the practicum, including the required Independent Learning Project (ILP).

Specifically, a total of 500 hours of field experiences, including the Pre-Practicum and Practicum, is required for all levels listed for Superintendent/Assistant Superintendent and Principal/Assistant Principal. For certification as a Supervisor/Director, a total of 300 hours is required.

Additionally, candidates for Principal/Assistant Principal are required to have successfully completed the Massachusetts Performance Assessment for Leaders (PAL).

All candidates submit an electronic portfolio by uploading all documents specific to key assignments and evidence of certification in TaskStream.

MEd- Non-Licensure

If licensure is not desired, candidates sign a waiver stating that they understand they will not be eligible for licensure upon degree completion. All program components are required **except** for the MTEL, SEI, Practicum, and, specific to principals/assistant principals, the MA-PAL.

Admission requirements:

- Bachelor’s degree and other general requirements (see Admission).
- Three full years of specific employment.

Required to enter program for licensure:

- Pass Massachusetts Communication & Literacy Test (MTEL).
- 3.0 GPA at entry; must be maintained throughout program.

***Program credits:** Total does not include the SEI requirement, which has multiple pathways for completion.

Program and course schedule subject to change.

Program chair: Charles Grandson, EdD
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Continued

School Administration (MEd)**Professional Seminars, Practicum & ILP**

Course				
Course Number	Title	Pre-Practicum Hours	Credits	Schedule
EAD691N	Professional Seminar I	25	2	Term 1
EAD692N	Professional Seminar II	0	2	Term 2
Practicum Hours				
EAD693N	Professional Seminar III: Research	65	2	Term 3
EAD694N	Professional Seminar IV: Research	65	2	Term 4
EAD790*	Practicum (<i>must be taken concurrently with EAD694N</i>)	500 for Supt/Asst Supt; Princ/Asst Princ 300 for Sup/Dir	5	Term 4
EAD800	Independent Learning Project	0	3	Term 4

* For candidates in licensure only; not required for the MEd Non-Licensure.

Courses

Course				
Course Number	Title	Practicum Hours	Credits	Schedule
EAD688	Legal Aspects of School Administration	10	3	Term 1
EAD690	Finance & Business Administration for the School Administrator	10	3	Term 1
EAD684	Selection, Development, & Supervision of Educational Personnel	10	3	Term 2
EAD712	Curriculum Development, Assessment & Improvement for the School Administrator	10	3	Term 2
EAD662	Contemporary Issues & Topics in Educational Administration	10	3	Term 3
EAD782	Reconceptualization of Schools	10	3	Term 3
EAD720	Advanced Systems Theory**	10	3	Term 4

** Required for Superintendent/Assistant Superintendent. For certification as Principal/Assistant Principal or Supervisor/Director, the course may be taken either as elective or an appropriate substitution can be made with another graduate-level course approved by the program chair.