



Certificate of Advanced Graduate Studies • CIP code 130401

School Administration 36-38* credits • Special Education Administration 36-38* credits • Curriculum & Instruction non-licensure 36 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-8 or 5-12)
- Supervisor/Director (at level of prerequisite license)
- Special Education Administrator (all levels)

Program Description — The Certificate of Advanced Graduate Studies (CAGS) program in Educational Leadership is a post-master's option designed for educators to advance their knowledge and skills specific to leadership in P-12 schools and districts. The focus is to advance teaching and learning through school transformation in one of three concentrations: (1) school administration, (2) curriculum, or (3) special education. The program is based on standards upheld by the Educational Leadership Constituent Council and follows the Massachusetts Department of Elementary and Secondary Education's (ESE) Professional Standards for Administrators. Emphasized is the role power and politics play in schools and districts along with research skills and data analysis required to support and advance caring, competent, and qualified teachers and school leaders.

Outcomes — Graduates: (a) demonstrate a knowledge of and sensitivity to school and system organization; (b) understand that improving teaching and learning is an intricate process that requires a willingness to change, an educational vision, and persuasive communication; (c) pursue action research and data collection to inform decision making and create meaningful professional development for faculty; and (d) explore technology, inclusive strategies for reaching a diverse student body, and develop skills in teaching students with special needs and those for whom English is a second language. As a result, graduates perceive their educational setting as part of a larger system and are able to identify workable solutions for positive change supportive of teaching and learning.

Careers — Graduates enter into the full range of school leadership positions in public, private, and charter schools and in corporate and community education. Positions held include teacher-leaders, department chairs, assistant principal, and principal. In addition, graduates hold offices at the district level as coordinators, directors, assistant superintendents and superintendents.

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

All students who enter CAGS must select a concentration and type/level of licensure if desired, and submit a signed Declaration of Intent **by the end of their first term of enrollment**. All students must consult the program chair and have their approval *prior* to submitting the Declaration of Intent.

CAGS-Licensure — Program Completion Requirements

- All CAGS requirements for licensure must be met, including those outlined for program entry, all CAGS courses, and field experiences (e.g., pre-practicum and practicum).
- Sheltered English Immersion or successful completion of the SEI RETELL or SEI MTEL offered through the ESE.
- A total of 500 hours of field experiences, including the Pre-Practicum and Practicum, in the role and level of certification sought for all levels of licensure for the Superintendent/Assistant Superintendent and Principal/Assistant Principal. A total of 300 hours is required for Supervisor/Director.
- Massachusetts Performance Assessment for Leaders (PAL) — required of candidates seeking certification as a principal or assistant principal.
- Exit Performance Portfolio via TaskStream.

Practicum Prerequisites—*All documentation is verified and signed by the professional seminar advisor and program chair, then uploaded in TaskStream.*

- Signed acknowledgement of area/level of licensure sought
- Successful completion of all courses with a grade of "B" or better.
- Unless evidence is submitted that the SEI RETELL or SEI MTEL was successfully completed prior to program admission, all candidates must take the SEI 705 Sheltered English Immersion for School Administrators.
- Pre-Practicum logs documenting hours embedded in courses appropriate to the area of licensure.

CAGS-Non-Licensure — Program Completion Requirements

All CAGS components are required except for those specific to licensure (e.g., the Massachusetts Communications and Literacy MTEL, SEI, MA-PAL).

***Program credits:** 36 credits total if SEI is completed before enrollment, 38 credits if SEI is completed at Cambridge College.

Program and course schedule subject to change.

Program chair: Charles Grandson, EdD
 • charles.grandson@cambridgecollege.edu



CAGS

Continued

Certificate of Advanced Graduate Studies

School Administration (licensure and non-licensure)

- Principal/Asst Principal • Supervisor/Director
- Superintendent/Asst Superintendent

Term 1

- ECL800 Foundations of Social Science Research
 ECA725 Instructional Leadership: Supervision & Admin of Ed Personnel
 ECA701 School Management & the Law

Term 2

- ECL801 Advanced Graduate Research Seminar
 ECL802 Advanced Leadership
 ECA703 Managing Financial Resources

Term 3

- ECL803 Advanced Technologies in Education
 ECL804 Advanced Leadership in Policy & Practice
 SEI705 Supervision of Sheltered English Immersion for Admin (2 credits) — only if needed.
 ECC710 Assessment & Developing & Evaluating Curriculum

ECA805 Practicum I (3 credits)

- ECA805 **A** Supt/Asst Supt (all levels) *300 of 500 hours*
 ECA805 **E** Supervisor/Dir (all levels) *150 of 300 hours*
 ECA805 **H** Principal/Asst Princ (PreK-8) *300 of 500 hours*
 ECA805 **J** Principal/Asst Princ (5-12) *300 of 500 hours*

Term 4

- ECL807 Applied Action Research Project (1 credit)
 ECC707 Meeting the Challenge of School Restructuring

ECA805 Practicum II (2 credits)

- ECA806 **A** Supt/Asst Supt (all levels) *200 of 500 hours*
 ECA806 **E** Supervisor/Dir (all levels) *150 of 300 hours*
 ECA806 **H** Principal/Asst Princ (PreK-8) *200 of 500 hours*
 ECA806 **J** Principal/Asst Princ (5-12) *200 of 500 hours*

Total 36-38 credits with 500 hours of documented practicum for Principal/Asst Principal and Superintendent/Asst Superintendent; with 300 hours for Supervisor/Director.

Special Education Administration

(licensure and non-licensure)

Term 1

- ECL800 Foundations of Social Science Research
 ECA725 Instructional Leadership: Supervision & Admin of Educational Personnel
 ECS716 Philosophical & Psycho-Social Foundations of Education

Term 2

- ECL801 Advanced Graduate Research Seminar
 ECL802 Advanced Leadership
 ECS712 Advanced Psycho-Educational Assessment & Education Planning

Term 3

- ECL804 Advanced Leadership in Policy & Practice
 SEI705 Supervision of Sheltered English Immersion for Admin (2 credits) — only if needed.
 ECS713 Administration of Special Education Programs
ECS805S Practicum/Seminar I: Special Ed Admin (3 credits)

Term 4

- ECL807 Applied Action Research Project (1 credit)
 ECS714 Collaboration & Consultation Techniques
 ECL803 Advanced Technologies in Education
ECS806S Practicum/Seminar II: Special Ed Admin (2 credits)

Total 36-38 credits with 300 hours of documented practicum.

MA Department of Elementary and Secondary Education required practicum hours for licensures:

- Principal/Assistant Principal: 500 hours
- Superintendent/Assistant Superintendent: 500 hours
- Supervisor/Director: 300 hours
- Special Education Administration: 500 hours

(All courses @ 3 credits except as noted.)



CAGS

Continued

Certificate of Advanced Graduate Studies

Curriculum & Instruction (non-licensure)

Term 1

- ECL800 Foundations of Social Science Research
- ECA725 Instructional Leadership: Supervision & Admin of Ed Personnel
- ECC708 Learning Theories & Instructional Design

Term 2

- ECL801 Advanced Graduate Research Seminar
- ECL802 Advanced Leadership
- ECC705 Curriculum Design & Renewal for 21st Century

Term 3

- ECL803 Advanced Technologies in Education
- ECC704 Effective Schools

ECC805 Practicum I: Curriculum & Instruction
(3 credits, 150 practicum hours)

Term 4

- ECC807 Applied Action Research Project (1 credit)
- ECL804 Advanced Leadership in Policy & Practice
- ECC710 Assessment & Developing & Evaluating Curriculum

ECC806 Practicum II: Curriculum & Instruction
(2 credits, 150 practicum hours)

Total 36 credits with 300 hours of documented practicum.

(All courses @ 3 credits except as noted.)