

HANDBOOK FOR THE
POST MASTER'S ADVANCED CERTIFICATE
PROGRAM
FOR LEADERSHIP IN EDUCATION

INTRODUCTION

Welcome to the School of Education at the College of Staten Island. We invite you to explore who we are and how we offer you outstanding opportunities to develop as a professional educator.

The School of Education prepares highly qualified, caring, and effective educators to meet the needs of students in diverse settings within the State of New York and beyond. We do so by linking theory, scholarship, and social justice with practice. Our programs emphasize equity, academic excellence, reflective practice, curriculum integration, and advocacy. The programs promote meaningful fieldwork in which pre-service and in-service teachers and current and future leaders engage with students, families, and other educators within diverse communities. Our students conduct research, understand educational policies, and develop the skills required to meet the needs of all students. Through their courses and fieldwork, our students develop the dispositions that guide and support their teaching and leading.

POST MASTER'S ADVANCED CERTIFICATE PROGRAM FOR LEADERSHIP IN EDUCATION

Welcome to the Post Master's Advanced Certificate Program. For the next five semesters, you will read, write, discuss, share, problem-solve, and become part of a group of people who will be your support in the coming years.

About the Leadership Program

The Post Master's Advanced Certificate Program for Leadership in Education at CSI prepares individuals with a commitment to urban, diverse educational settings to become leaders with the skills, knowledge, and dispositions necessary for systemic school reform.

Our goal is to facilitate the growth of leaders committed to:

- Development and support of diverse, equitable school environments that will meet the needs of all students
- Collaborative/Constructivist leadership processes to support teacher development, student learning, family and community relationships, and an environment of continuous learning for all
- Continuous reflection on your own assumptions, biases, and beliefs and how they influence your practice in developing and supporting a diverse, equitable, and inclusive school and district environment

These skilled and caring leaders are committed to democratic values and view schools as inclusive learning communities dedicated to continuous learning and growth for students, teachers, administrators, and the larger community. Our program is registered with New York State for fulfillment of the institutional requirement of the School Building Leader and School District Leader Certificates, recognized by the National Educational Leadership Programs (NELP) Association, and aligned with Professional Standards for Educational Leaders (PSEL). The mission of the Post Master's Advanced Certificate Program is grounded in the mission of the School of Education and the mission of the College of Staten Island.

Program Description

The program is designed to prepare you for leadership positions in schools and districts in New York State, with an emphasis on effective leadership in urban settings. Upon successful completion of the program, you will have met the statutory requirements of the New York State Department of Education for certification as School Building Leader and School District Leader and will be prepared to successfully complete the New York State Examination Assessments required for certification. You will move through your course of studies with your cohort. We focus on several areas in the program, integrating these areas into all courses across the five semesters. These areas are *learning and relationships; constructivist teaching and leading processes; diversity and equity; systemic change and systems thinking; educational policy; technology; reflective practice; and action research*. These areas will be explored in readings, writing assignments, reflective journals, class discussions, group projects, and school/district-based activities. Our goal is to bring theory and practice together in the real, chaotic, and exciting world of New York City's schools.

Although the requirements for each course will vary, there are certain policies that are consistent throughout the program.

1. Attendance matters. We do so much together during class that you *can not* “make up” missed class work.
2. We do not give incompletes (except in extremely rare circumstances such as prolonged illness). Therefore, you must hand in assignments in time for them to be thoroughly evaluated for your grade.
3. Students must have a 3.0 GPA and have no outstanding incompletes in order to be placed in the internship in Semester 3, and to receive the Post Master's Advanced Certificate at the end of the program.
4. All students must do a FULL TIME INTERNSHIP, 8:00-2:00, during Summer School in the second summer of the program (EDA 728). [See description below]
5. One of the best (if not the best) things about our program is the relationships we develop with one another. This requires both honesty and confidentiality. Please tell us what you are thinking, share with your cohort-mates, and leave everything said during our meetings in the room when you leave. (We will do the same)
6. You are required to create a Program Portfolio as part of your final assessment. Items required for the Portfolio will be assigned and explained in each course.

Sequence of Courses

Semester 1 (Fall):

EDA 724 Organization and Administration of Schools Part I (3 cr.)

EDA 726 Organization and Administration of Schools Part II (3 cr.)

Semester 2 (Spring):

EDA 731 Research Seminar in Educational Supervision and Administration (3 cr.)

EDA 720 Supervision and Improvement of Instruction in Schools (3 cr.)

Semester 3 (Summer):

EDA 728 Field Experience I (3 cr.)

EDA 735 Law and Finance in Contemporary Schools (3 cr.)

Semester 4: (Fall)

EDA 729 Field Experience II (3 cr.)

EDA 710 Curriculum Design and Development (3 cr.)

Semester 5: (Spring)

EDA 732 Educational Leadership Part I (3 cr.)

EDA 733 Educational Leadership Part II (3 cr.)

Program Portfolio

You will compile a portfolio of artifacts representing NELP and PSEL Performance Standards as your exit performance assessment. Items required for the portfolio are listed in the table below, and will be assigned and explained in each course. You will receive guidance in the final preparation of the Program Portfolio in EDA 733.

ARTIFACT	COURSE
Curriculum Map	EDA 710
Clinical Observation Cycle	EDA 720
Leadership Platform	EDA 724
Field Experience Log/Artifact	EDA 728
Constructivist Leadership Action Research Project	EDA 729, EDA 731
District Change Project	EDA 732, EDA 733
1)Legal Case Study Description 2)Special Education School Audit 3)Simulated Budget	EDA 735
Final Reflection on your learning and leadership development in the Program	What did you learn about effective leadership? What did you learn about yourself as a developing leader?

Field Experience

The purpose of the field experience (also known as the Administrative Internship) is to provide candidates with an intensive opportunity to build on prior activities connecting the theories of administration and supervision studied in coursework to the real world of the school. CSI candidates, through their full time participation in supervision of the New York City Summer Schools program, receive a unique experience. School leaders must be able to maintain a focus on supervision and improvement of instruction in the face of the demands of management, building operations, and external pressures. The internship allows prospective school leaders to observe and learn from practicing administrators and use these experiences to shape their own leadership styles.

Candidates are also required to complete at least one of the required activities at the program, district, or network level. These activities may include curriculum development, coordination of

Special Education Services or Pupil Personnel Services, or student achievement data analysis and strategic planning.

Assessment and Remediation Procedure for Key Assignments

Each Key Assignment and reflection will be assessed through the use of a rubric. Each rubric is a matrix with three levels of performance: Exceeds Standard (3), Meets Standard (2), Approaching Standard (1). Work that does not meet criteria for a score of 2 or higher indicates a “cause for concern” and does not provide evidence of having met standards. In case the assessment(s) that fulfill a specific standard are assessed below 2, the following procedure is to be followed:

1. You will be notified of the “cause for concern.”
2. If the standard can be met by an alternate assignment the student can use the other assignment to meet the standard.
3. If there is not an alternate assignment or if the student receives a rubric score of 1 on the alternate assignment(s), the instructor will obtain a second, qualified opinion through the Program Chair. This is to ensure the fairness of the evaluation.
4. If the second grader’s score contradicts the instructor’s score, the Program Chair—or a person designated by him/her—decides the score of the key assignment.
5. If the key assignment is indeed found not to meet the standard (i.e., the final rubric score is a 1), you will be notified within seven days of the end of the course
 - The score on the key assignment,
 - The process that has been conducted to arrive at the decision,
 - The reasons why the key assignment was unacceptable, and
 - What you can do to improve your score
6. If this process is completed, the Program Chair--- or a person designated by him/her---will meet with you to determine next steps for demonstration of meeting the standard, which may include retaking the course; developing another path for demonstration of meeting the standard; or advisement to not continue in the program.

Final assessment of the program portfolio is conducted through a **Final Checklist**, in which faculty determine that everything is complete.

Certification

The Post Master’s Advanced Certificate Program for Leadership in Education is registered with New York State for the Preparation Program completion requirement for both the School Building Leader (SBL) Initial Certificate and School District Leader (SDL) Professional Certificate. Our role in your certification process is to enter your name in the TEACH online system when you have completed the program.

Program completion requirements are different for CSI and New York State.

For CSI, you are a “program completer” when you have successfully completed all courses with minimum GPA of 3.0 and you will be granted a “Post Master’s Advanced Certificate for Leadership in Education.” The Certificate is awarded by CSI, NOT New York State.

For New York State School Building Leader, you are a “program completer” when you successfully complete all courses and graduate from the Post Master’s Advanced Certificate for Leadership in Education Program.

To receive the (Initial) New York State School Building Leader (SBL) Certificate, you must:

- Have a minimum of 3 years classroom teaching or pupil personnel services
- Complete the Program of courses and receive the Post Master’s Advanced Certificate
- Pass the School Building Leader Assessment, Parts I and II
- Pass the Educating all Students (EAS) Assessment
- Complete the Dignity for All Students (DASA) Workshop
- Apply for the Certificate

NOTE YOU CAN CHOOSE WHEN TO TAKE THE ASSESSMENTS BUT YOU CAN NOT RECEIVE THE NEW YORK STATE CERTIFICATE WITHOUT PASSING PARTS 1 AND 2 OF THE ASSESSMENT.

To receive the (Professional) New York State School District Leader (SDL) Certificate, you must:

- Complete the Program of courses AND pass the School District Leader Assessment
- Complete a minimum of 60 credits (total) of graduate coursework
- Pass the Educating all Students (EAS) Assessment
- Complete the Dignity for All Students (DASA) Workshop
- Apply for the Certificate

NOTE YOU CAN CHOOSE WHEN TO TAKE THE ASSESSMENTS BUT YOU CAN NOT RECEIVE THE NEW YORK STATE CERTIFICATE WITHOUT PASSING PARTS 1 AND 2 OF THE ASSESSMENT.

New York State Certification requirements change periodically; it is your responsibility to monitor changes as you complete your path toward School and/or District Leader positions. You can find these requirements at <https://eservices.nysed.gov/teach/certhelp/search-cert-reqs>