

EDUCATIONAL ADMINISTRATION

Contact: (845) 257-2831

Certificate of Advanced Study

The 60-hour Certificate of Advanced Study (CAS) program incorporates a 30-hour master's degree and allows students to receive certification as a School Building Leader/School District Leader or School District Business Leader.

The **CAS in School Leadership** is a program that gives students who have a NYS permanent/professional teaching certificate dual certification as School Building Leader (SBL) and School District Leader (SDL). An internship is part of this program and is required for New York State certification, as well as passing of the relevant State Education Department school leadership exams. All candidates for the SBL/SDL internship must have a master's degree and have completed three of the four required courses and an administrative elective before commencing the internship.

The **CAS in School Business Leadership** consists of 24 credit hours of school business courses and a six-credit supervised internship in school business. Students complete three core courses as well as specific business courses customized for the school district business leader candidate. Candidates will also have to pass the State Education Department school district business leadership exam prior to being recommended for certification.

NOTE: The department has suspended admission to the following programs:

- MEd in School Leadership

Certificate of Advanced Study

- [School Leadership](#)
- [School Business Leadership](#)

EDA594. Fieldwork in Ed Admin. 0 Credits.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA701. Internship in Educational Administration and Supervision. 3-12 Credits.

A planned and individual program will provide training and experience in a school leadership position in the area where certification is sought, with guidance and supervision from a university supervisor. As the capstone experience in the program, all PSEL standards and relevant NYSED regulations will be addressed, with documentation in the form of the final internship portfolio. Two semesters of this 3-credit internship are required.

Restrictions:

- Must have the following level: Graduate

May be repeated for credit

EDA702. Internship In Educational Administration and Supervision II. 2 Credits.

A planned and individual program will provide training and experience in a school leadership position in the area where certification is sought, with guidance and supervision from a university supervisor. As the capstone experience in the program, all PSEL standards and relevant NYSED regulations will be addressed, with documentation in the form of the final internship portfolio. Three semesters of this 2-credit internship are required.

Restrictions:

- Must have the following level: Graduate

May be repeated for credit

EDA751. Public School Accounting. 3 Credits.

This course examines basic municipal accounting as it pertains to NYS accounting and reporting. Topics include GAAP; uniform system of accounts, including practice sets; familiarization with annual independent audits; and required state reports.

Restrictions:

- Must have the following level: Graduate
- Must be enrolled in the following field(s) of study (major, minor or concentration): Alt Cert:Sch Dist Ldr (TransD) (401B)

May not be repeated for credit

EDA752. Public School Budgeting. 3 Credits.

There have been significant changes in state and federal budgeting requirements since this class was last taught. Districts are now required to budget and report by building with a per student calculation included. Transparency reporting through an equity lens will be incorporated into the curriculum.

Restrictions:

- Must have the following level: Graduate
- Must be enrolled in the following field(s) of study (major, minor or concentration): School Business Leadership (402A)

May not be repeated for credit

EDA759. Administrative Leadership and School Organization. 3 Credits.

Candidates will explore the history of organizations and the changing models and theories of leadership, including the influence of prevailing school leadership best-practice models - such as transformational leadership models that cultivate initiative, innovation, and mutual respect - and how such models manifest in schools.

Restrictions:

- Must be enrolled in the following field(s) of study (major, minor or concentration):
 - Alt Cert:Sch Dist Ldr (TransD) (401B)
 - School Business Leadership (402A)
 - School Leadership (401A)

May not be repeated for credit

EDA760. Current Issues in Educational Administration. 3 Credits.

This course will examine the effects social conditions have on children and families whose educational needs have been marginalized. Students will evaluate the effectiveness of school reform initiatives and develop ways to provide equitable education for all children.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA763. Educational Supervision and Accountability. 3 Credits.

Candidates explore methods and materials for use in the act of supervising faculty and staff ethically and professionally to develop talent and maintain accountability within the framework of the mission, vision, and core values of the school and/or district. Topics include but are not limited to: 1) identifying goals and objectives through an inclusive lens to create safe and healthy learning environments to maximize student learning; 2) effectively communicating goals, expectations, and performance results to a broad variety of stakeholders; and 3) establishing accountability systems that facilitate long-range planning and ethical, evidence-based decision-making. Candidates will reflect on their own beliefs and experiences with supervision and evaluation methods and develop a personal plan for self-improvement and continuous learning.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA769. The Principalship. 3 Credits.

Candidates will examine the role of the principal as the educational leader, organizer, guide, supervisor, and program facilitator. The principalship is examined in terms of school organization, community relationships, and human resources management to promote a safe, healthy, and supportive building culture and climate. Topics include the development of effective partnerships among staff, parents, students, social agencies, and institutions of higher education; education for sustainable development; analysis of needs assessment; recruitment and retention of staff; and teacher observation and evaluation.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA772. Administrative Theory and Practice. 3 Credits.

Candidates will review and evaluate the impact of administrative theory on educational administration to engage in long-range planning for continuous improvement informed by evidence-based evaluation and decision-making. A variety of theories, concepts, ideas, and practices will be reviewed in the areas of organization, leadership, communication, change, conflict, and ethics.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA774. Human Resource Management for Administrators. 3 Credits.

The purpose of this course is to study the School District Business Leader's role in the human resource management at the building and central office levels. The course will examine comprehensively the personnel function in the school districts and buildings specifically in the areas of hiring and evaluating staff, contract administration and negotiations, personnel development, and critical issues of human resource management for the leader of a learning and growing school community. It is expected that participants will acquire insight and assistance in the development of caring, critical, and reflective professionals responsive to the needs of a diverse community.

Restrictions:

- Must have the following level: Graduate
- Must be enrolled in the following field(s) of study (major, minor or concentration): School Business Leadership (402A)

Prerequisites:

- EDA776 Minimum Grade of D-
- EDA752 Minimum Grade of D-

Corequisites:

- EDA751

May not be repeated for credit

EDA775. Education Law & Policy Implementation. 3 Credits.

Candidates will learn about the laws and policies that affect schools in New York State. State laws and regulations will be examined as they relate to ethically governing, managing, and implementing school programs, as will the ways in which State laws and regulations are influenced by federal constitutional and statutory laws.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA776. Finance and Revenue Management. 3 Credits.

Candidates will study the theory and practice of educational finance in public education, including relations among local, state, and federal sources and changing conceptions of governmental functions. Topics include the foundational supports for education, grants for research and innovation, weaknesses and strengths of current educational finance, interrelations between education and the economy, and financing of local school systems.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA777. Finance and Revenue Management II. 3 Credits.

The theory, practices, and applications of educational finance in public education and the responsibilities regarding state and federal sources and changing conceptions of government functions are presented.

Restrictions:

- Must have the following level: Graduate

Prerequisites:

- EDA776 Minimum Grade of B-

May not be repeated for credit

EDA784. Curriculum Administration. 3 Credits.

Candidates examine the foundations, principles, and issues influencing curriculum theory and practice, with emphasis on how these factors affect the administrator's role as both developmental facilitator and instructional leader. Candidates will develop an understanding of how social class, demographic group, and intersectionality, combined with the social milieu (political climate, with its changing concepts of knowledge, accountability, achievement, evaluation, and equity), impact the development, delivery, and assessment of curriculum.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA789. The Superintendency. 3 Credits.

Within the context of the superintendency in New York State, candidates will examine the roles and responsibilities of a superintendent of schools, with additional emphasis on tasks and problems faced by superintendents in an ever-changing culturalist society. Topics include establishing a shared educational vision and the design and execution of district-wide systems to maximize student success, managing change and district affairs in collaboration with school board members, communicating effectively with a broad variety of stakeholders, working within the district budget to support achievement of educational goals and objectives, and interacting and communicating effectively with local, state, and federal representatives to apply statutes, regulations and school policies in accordance with law.

Restrictions:

- Must have the following level: Graduate

May not be repeated for credit

EDA792. Internship in Educational Administration (3-6). 3-12 Credits.

Provides a practical experience in a school business office for a full year (part time) and one summer (full time). Visitation from College personnel to assist and guide the intern. Eight seminars are required.

Restrictions:

- Must have the following level: Graduate

May be repeated for credit

EDA793. Ed Admin Selected Topic. 1-12 Credits.

Selected topics courses are regularly scheduled courses that focus on a particular topic of interest. Descriptions are printed in the Schedule of Classes each semester. Selected topics courses may be used as elective credit and may be repeated for credit, provided that the topic of the course changes.

Restrictions:

- Must have the following level: Graduate

May be repeated for credit

EDA795. Indep Study Ed Admin. 1-12 Credits.**Restrictions:**

- Must have the following level: Graduate

May be repeated for credit