



**EDUCATIONAL LEADERSHIP and ADMINISTRATION PROGRAM
With an MA in EDUCATION**

APPLICATION PACKET

Well-qualified professional school administrators are essential to school success and improvement. The Educational Leadership and Administration Program focuses on preparing school leaders and managers who place high value on student success. Candidates engage in challenging courses and real school administrative experiences as they develop expertise in problem solving, consensus building, conflict resolution, curriculum development, implementation and evaluation, school law and finance, and personnel supervision. Graduates will model core democratic values and see themselves as key change agents in school reform and who model the way we should build a diverse and equitable society.

The Administrative Services Credential authorizes the holder to serve as an assistant superintendent, principal, assistant principal, supervisor, coordinator, or other equivalent or intermediate level administrator in California public schools. The credential candidate first completes the Preliminary level program (Tier I), a thirty-six unit program that leads to the Certificate of Eligibility for the **Preliminary Administrative Services Credential and the MA in Education degree**. An Internship Credential option is available for those employed in administrative positions during the program. (See Intern information sheet in this packet.) Preliminary level candidates explore the role of the site administrator and develop leadership and management knowledge and skills to meet the needs of today and tomorrow's schools.

Once the first administrative position has been obtained, the new administrator has five years to earn the Professional Administrative Services Credential. Several program options are available for the Professional credential. Please inquire.

Date: _____ 20____

APPLICATION FOR ADMISSION

The Educational Leadership and Administration Program

Ms
Mrs. _____
Mr. First Middle/Maiden Last

SS# _____ EMPL ID# _____

Home
Address _____
Street City State Zip Phone

Work
Address _____
School Phone

_____ Street City State Zip

Email Address _____

Degrees Held	Institution	Date Granted
_____	_____	_____
_____	_____	_____

California Credential(s) Held: _____

Date you expect to complete requirements: _____ 20____

Materials required for a complete application file:

- Completed Application Form
- \$50 Application Fee
- Applied to Graduate School
- Verification of at least three (3) years of teaching experience (on school/district letterhead)
- Professional Information Statement
 - Provide a brief review of your career in education.
 - Comment on the philosophy that guides you as an educator.
 - Describe the position you would like to be in five years from now and explain why.
 - Identify personal and professional traits that will assure your success as an administrator.
- Resume
- Photocopy of Teaching Credential
- CBEST Verification
- Administrator Recommendation Form (2)
- Teacher Recommendation Form (1)

Return application materials to: Department of Education
Administrative Services Credential Coordinator
CSU, Chico
Chico, CA 95929-0222

Steps to Obtain a Preliminary Administrative Services Credential & MA in Education

The Educational Leadership and Administration Program was recently revised to meet new state standards and will provide you with an even better preparation for your role as a school leader. You will experience improved courses, new information focused on the changing needs of school leaders, a sequence that supports more networking, and master's degree components built in. These features and more form the **CSU, Chico School Leaders Cadre Program**.

1. Admission is a two-part process:
 - Submit an application for admission to the CSU, Chico Graduate School online at <http://www.csumentor.edu>. When filling out this application be sure to choose *EDUC: Educ Leadership & Admin* under the *Major/Program Objective* drop down menu. Under *Credential Objective Name* you should select *Preliminary Administrative Services*.
 - A writing prompt is part of this application, http://www.csuchico.edu/educ/progs_ma_writing.html.
 - Submit also, the attached application for admission to the program along with required materials to the Department of Education. Program acceptance is required before beginning courses.

2. The CSU, Chico School Leaders Cadre Program is designed so that candidates can earn the credential & MA in two years, including two summer sessions. The following courses are required for the credential and master's degree.

Course Number	Course Title	Units
EDAD 612	School Leadership	3
EDMA 610	Introduction to Inquiry in Education	3
EDMA 604	Foundations of Democratic Education	3
EDAD 614	The Law and Education	3
EDAD 609	Leadership for Educational Equity and Access	3
EDAD 610	Communication Skills for School Administrators	3
EDCI 601	Curriculum Development and Instructional Design	3
EDCI 602	Assessment and Evaluation in Education	3
EDAD 611	Supervision and Staff Development for School Improvement	3
EDAD 613	Management of Funds and Facilities	3
EDAD 615	Field-based Accountability: Managing for Learning	3
EDMA 696	Synthesizing Experience in Education*	3
TOTAL		36

*This is the comprehensive exam culminating experience for the MA in Education.

A thesis or project option is also possible. If you choose this option, EDMA 611 is required.

Courses are offered year round, in formats designed to accommodate the work schedules of K-12 educators. Candidates must maintain a cumulative grade point average of 3.0 (B) or better.

3. Candidates for the Preliminary Administrative Services Credential are also responsible for developing and maintaining an Administrative Experience Portfolio. Directions for the portfolio are in the Educational Leadership and Administration Handbook, which can be purchased at the AS Bookstore. Program faculty, prior to recommending you for the credential, will review your portfolio.

4. By the fourth week of the semester in which you intend to apply for the credential, contact the credential analyst for a credential application.

Credential Analyst
 California State University, Chico
 Chico, California 95929-0480 530-898-6455

Requirements for the Preliminary Administrative Services Credential:

- A. Possession of a valid California teaching credential, or a services credential with a specialization in pupil personnel, health, or librarian services. Holders of out-of-state administrative credentials may inquire at the Department of Education.
- B. Three years of successful full-time classroom teaching experience in the public schools, or in private schools of equivalent status, or three years of experience in the fields of pupil personnel services, health, or librarian services. This experience must be obtained prior to the granting of the credential.
- C. Completion of the Preparation Program for the Preliminary Administrative Services Credential offered by the Department of Education at California State University, Chico and recommendation of the department. To be recommended for the credential, the candidate must demonstrate knowledge and skills identified in California Commission on Teacher Credentialing Standards.
- D. Employment in a position that requires an administrative credential. A Certificate of Eligibility that may be upgraded to a Preliminary Administrative Services Credential will be issued to candidates who do not hold an administrative position at the time of application.

The Administrative Services Internship Program

CSU, Chico offers the Administrative Services Internship Program as an alternative pathway to earning a California Preliminary (Tier 1) Administrative Services Credential. It links the administrator preparation program with employment as a school administrator. Qualified individuals are authorized for administrative duties through a California Administrative Services Intern Credential, valid for two years. Through a partnership between the school district and the Department of Education, interns complete a state-approved, CSU, Chico professional preparation program.

Benefits for the Credential Candidate:

- The Administrative Service Intern Program allows candidates employed in appropriate administrative positions to combine supervised work experience in a school district with completion of our administrator preparation program.
- The Administrative Intern Program connects the candidate with a personal mentor as well as a network of other candidates and experienced school administrators.
- The Administrative Internship Credential authorizes up to two years of administrative employment prior to earning the Preliminary Administrative Services Credential.

Benefits for the School District:

- The university provides supervision and support for administrative interns and collaborates with school districts in intern support teams to enhance success.
- Hiring administrative interns can allow school districts to move promising teacher leaders into district leadership positions and expand pools for open positions.
- Since interns hold temporary two-year credentials, administrative service waivers are not required. Duties authorized by the Administrative Services credential can be assigned to administrative interns.

Internship Hiring Worksheet

This worksheet is provided to assist potential interns and school districts in starting the process of hiring an administrative intern. This document is for your convenience during decision-making and planning procedures. If you have questions about any item below, the Administrative Internship program, or your specific situation, please call us at **530-898-6421**. We encourage all parties to work closely with the Department to form a successful Intern partnership.

Qualifications for the Administrative Intern:

Admission to the CSU, Chico Graduate School

Acceptance to the Preliminary Administrative Services credential program*

Hold a valid California Teaching Credential and a Bachelor's degree or higher

Passed CBEST

*If you are in the process of applying for the credential program, please complete your application without delay. Check with our office to determine your status.

During the Internship term, the Intern agrees to:

- submit all appropriate Intern application forms and fees to the CSU, Chico Credential Analyst as requested
- work with an Adviser to design a plan for completion of the credential program
- notify the Department of any changes in employment during the Internship
- continue as an active credential candidate in good standing, participating in coursework and school experiences
- enrollment in EDAD 830 every semester (except the semester you are enrolled in EDAD 615)

For the hiring School District:

The Administrative Position offered:

- is authorized by a Preliminary or Professional Administrative Services credential
- is at least 50% of a full time position

During the Internship term, the School District agrees to:

- submit a "Letter of Intent to Hire" (see sample)
- assist in identifying a qualified mentor for the Administrative Intern
- determine that the potential intern has **other authorization or is working under direct supervision while the internship is being processed**, if necessary. Preparing an intern credential application takes 3-5 weeks under the best circumstances, and requires the candidate's prompt submission of all requested documents and fees. If employment will begin less than six weeks after receipt of the district's letter of intent, the intern's duties may need to be supervised by a credentialed administrator during the interim.
- provide release time for the Intern and district employees of the support team as required for responsibilities and training.

9/08



The Educational Leadership and Administration Program Recommendation Form

To the applicant: Check one and sign before leaving this form with an administrator or teacher who is familiar with your work. Note: Recommendation forms from *two* administrators and *one* classroom teacher are required.

- Yes, I hereby waive my rights to review the completed Recommendation Form.
- No, I do not waive my rights to review the completed Recommendation Form.

Applicant's Signature

Date

To the recommending administrator or teacher: _____ is an applicant to the Administrative Services Credential Program. Please furnish the information requested below. Your cooperation is appreciated.

* * * * *

1. Position held by the applicant during your association: _____

2. Years covered by your recommendation: from _____ to _____
3. What are the applicant's chief strengths as a teacher and as a potential administrator or supervisor?

4. Rate the applicant on the following traits. (1 is low, 5 is high)
 - a. Is an effective teacher 1 2 3 4 5
 - b. Has demonstrated leadership ability in developing the school's program 1 2 3 4 5
 - c. Keeps records well and in good order 1 2 3 4 5
 - d. Is interested in the success of all children 1 2 3 4 5
 - e. Is involved in community activities 1 2 3 4 5
 - f. Inspires other teachers to look to him/her for guidance and advice 1 2 3 4 5
 - g. Shows a clear understanding of the school's program 1 2 3 4 5
 - h. Plans well and follows through on the implementation of his/her plans 1 2 3 4 5

- i. Is self motivated 1 2 3 4 5
- j. Accepts responsibility 1 2 3 4 5
- k. Maintains good relationships in the workplace 1 2 3 4 5

5. Please comment on the potential the applicant has to be a good administrator.

Signature _____

Print Name _____

Position _____

Address _____

 City State Zip Code

Date _____ 20 ____

Please return this form to: Department of Education
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 California State University, Chico
 Chico, CA 95929-0222