The Leadership in Education certificate program is designed to prepare qualified candidates for leadership positions in New York State schools, with an emphasis on effective leadership in urban schools. Upon successful completion of the program, students will have met the statutory requirements of the New York State Department of Education for certification as School Building Leader and School District Leader. All students move through the course of studies with a cohort.

DEGREE REQUIREMENTS

School Building Leader / School District Leader (SBL/SDL) Track:
The program requires 30 credits of approved coursework within a cohort model including: 24 credits in supervision, administration, curriculum, policy analysis, human relations; theory, research, and practice in educational leadership; six credits in a field experience seminar.

Required Courses for SBL/SDL:
- Curriculum Design and Development
- Supervision and Improvement of Instruction in Schools
- Organization and Administration of Schools, Part I
- Organization and Administration of Schools, Part II
- Field Experience I
- Field Experience II
- Research Seminar in Leadership in Education
- Educational Leadership, Part I
- Educational Leadership, Part II
- Law and Finance in Contemporary Schools

School District Leader (SDL) Track:
The program requires 9 credits of approved coursework. All courses have a fieldwork component, with fieldwork projects focused on district level issues.

Required Courses for SDL:
- Research Seminar in Educational Supervision and Administration
- Educational Leadership Part II
- Law and Finance in Contemporary Schools

ADMISSION REQUIREMENTS

Admission Requirements for SBL/SDL Track:
- A master's degree with a minimum average of 3.0 (B)
- Evidence of four years' teaching experience in an accredited school or equivalent
Admission Requirements for SDL Track:

- School Administrator and Supervisor (SAS) or School Building Leader (SBL) Certificate
- 51 Credits completed at the graduate level (total of 60 upon completion as required by NYSED)
- A master's degree with a minimum GPA of 3.0
- Three years full-time teaching or Pupil Personnel Services experiences

APPLICATION PROCEDURES

Graduate Application:
The application must be completed online at www.csi.cuny.edu/graduatestudies.

Transcripts:
Applicants must request official transcripts from all post-secondary institutions attended. If you are currently enrolled in a post-secondary institution, have one transcript sent now and another sent when you complete the courses that you are taking. Applicants who have been enrolled at CSI do not need to request a CSI transcript; the Office of Recruitment and Admissions will obtain a copy.

Application Fee:
A $125.00 non-refundable application fee is required of all applicants. Please make your check or money order payable to the College of Staten Island.

Letter of Intent:
Submit a two-to three-page essay explaining why you wish to prepare yourself for a leadership role in education. Also discuss some of your principle beliefs in education, role of an educational leader and any experiences you had in bringing about improvements in your school or professional setting. The letter of intent is required for the SBL/SDL track.

Supervisor's Questionnaire:
Applicants are required to submit a supervisor’s questionnaire. Access the Leadership in Education – Supervisor Questionnaire at www.csi.cuny.edu/graduatestudies.

Letters of Recommendation:
Three professional letters of recommendation

Interview:
An interview with faculty of the program and district partners.

Graduate Record Examination (GRE):
The GRE - General Aptitude Test is required for all graduate teacher education and school building leader programs. This includes initial certification, professional certification, and advanced certificate programs. This is consistent with New York State’s requirements for teacher certification. For additional information or to register for the exam, please visit www.gre.org. Our institutional code for the GRE is 2778.

Applicants may be granted credit for prior coursework completed at CSI or another college or university based on the determination by program faculty.

Mailing Address:
Office of Recruitment and Admissions, Graduate Unit
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