

Buffalo State College
Department of Elementary Education & Reading
Educational Leadership program

APPLICATION INFORMATION

Application Requirements

Applicants to the **Educational Leadership (9201) program** must hold a master's degree and a valid permanent or professional certificate in teaching, personnel service, or administration that was issued by any state or national government; or alternatively, to demonstrate leadership potential through experience as a teacher, pupil service provider, or administrator for any schools serving any grades Pre-K - 12.

Applicants must:

1. Have an approved master's degree from an accredited college or university.
2. Have an acceptable score on the Miller Analogies Test.
3. Submit a copy of a valid permanent or professional teaching certificate.
4. Submit three (3) reference forms (included in application packet) which attest specifically to the applicant's potential as an educational leader.
5. Complete a typed or word-processed statement of leadership interests, goals, and relevant professional service.
6. Provide evidence of satisfactory verbal and written English language skills.
7. Complete interview providing evidence of successful leadership potential.

The above are all minimum standards. Further information about any of these programs is available from Dr. Nancy A. Chicola, Educational Leadership Coordinator, Bacon Hall 316D. Phone: (716) 878-5628. E-Mail: chicolna@buffalostate.edu.

Statement of Leadership Interests and Career Goals

According to the New York State Blue Ribbon Panel on School Leadership the knowledge and skills required of school leaders are embodied in the following nine statements:

1. Leaders know and understand what it means and what it takes to be a leader.
2. Leaders have a vision for schools that they constantly share and promote.
3. Leaders communicate clearly and effectively.
4. Leaders collaborate and cooperate with others.
5. Leaders persevere and take the "long view."
6. Leaders support, develop and nurture staff.
7. Leaders hold themselves and others responsible and accountable.
8. Leaders never stop learning and honing their skills.
9. Leaders have the courage to take informed risks.

On a separate page, please type or word process a brief statement of reasons for seeking a Certificate of Advanced Studies in Educational Leadership. Reflect on your academic and/or professional experiences, with emphasis on what you feel you already have accomplished or what you wish to learn more about relative to one or more of the areas covered by the previous nine statements. Sign and date your statement.

Statements will be evaluated on the following criteria:

- Candidate demonstrates **awareness** or **basic understanding** in one or more areas covered by the leadership statements.
- Candidate expresses interest in leading in school building and/or school district arenas.
- Statement is generally coherent, well-organized, and cogent.
- Statement is free of obvious mechanical or spelling errors.

Return your completed application packet with all required components to the Graduate Studies Office, GC 204.

**BUFFALO STATE COLLEGE, SUNY
EDUCATIONAL LEADERSHIP
CERTIFICATE OF ADVANCED STUDIES (CAS) PROGRAM
REFERENCE FORM**

Candidates Please Note: References should be professional in nature whenever possible. Preferred sources would be a principal/assistant principal or other school supervisor, a superintendent, a teaching colleague, or a supervisor in non-school employment. Please return the completed reference form to the Graduate Studies Office (GC 204) with all application materials. Reference forms received separately will be returned to the referrer or the applicant.

Reference Please Note: Please return this form **to the candidate** in a sealed and signed envelope.

Applicant's Name: _____

How long and in what capacity have you known the applicant?

Please rate the applicant in the following areas:

	Unknown	Below Average	Average	Good	Outstanding
Intellectual ability					
Foundational knowledge of school leadership					
Teaching Performance					
Speaking ability					
Writing ability					
Participation in professional development					
Problem solving skills					
Collaborative skills					
Independence					

Department of Elementary Education & Reading, Buffalo State College
Educational Leadership CAS Program
(9201)
Reference Form – page 2

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Please comment on the academic and professional capabilities of the applicant, with reference to any of the above areas about which you may have knowledge. (Include an additional sheet if necessary.)

If you had an educational leadership vacancy for which this candidate is qualified, circle your priority in hiring this person.

Unlikely	Difficult to speculate	Among the top 2-3 candidates	My first choice
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Name _____ Date _____

Signature _____

Title/Position _____

Name of School/Business _____

Address/Telephone _____

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Educational Leadership Program Description
Offered by the Department of Elementary Education and Reading
Certificate of Advanced Study
(Major Code 9201)

This is a postmaster's degree program leading to the Certificate of Advanced Study in Educational Leadership and to New York State certification of School Administrator and Supervisor and the NYS requirements for the SDA certificate.

Admission Prerequisites:

1. Evidence of a valid permanent or professional certificate in classroom teaching service, pupil personnel service, or administration that was issued by any state or national government.
2. A master's degree from an accredited college or university.
3. Three supportive, written recommendation(s) that include the superintendent, supervisor, or principal in the district where the applicant is employed.
4. Three years of successful teaching and/or administrative and/or supervisory and/or pupil personnel service experience in schools or agencies (Pre K-12).
5. An interview providing evidence of successful leadership potential.
6. Evidence of satisfactory verbal and written English language skills.
7. Miller Analogies Test scores.

The Certificate of Advanced Studies in Educational Leadership is a 39 credit hour program that requires that applicants be certified in teaching, personnel service, or administration. This program qualifies candidates for certification as school administrator and supervisor as well as school district administrator.

REQUIRED COURSES: (33 credit hours)

EDL 552 School Law	3
EDL 559 Principles of Creative Problem Solving	3
EDL 606 School and Community Relations	3
EDL 607 Site-based Leadership	3
EDL 631 Supervision of Teaching	3
EDL 630 Principles of Curriculum Leadership	3
EDL 683 Facilitation of Group Problem Solving	3
EDL 702 Educational Leadership Field Experiences	3
EDL 703 Educational Leadership Internship	6
EDL 704 Seminar in Educational Change	3

ELECTIVES: (Choose 6 credit hours)¹

EDL 500 Multicultural Education	3
EDL 560 Theories of Creative Learning	3
EDL 590 Advanced School Law	3
EDL 602 Admin/Supervision of Programs for Exceptional Children	3
EDL 608 Administration of Programs for Young Children	3
EDL 610 Methods of Adult Education	3
EDL 612 School Business Management & Finance	3
EDL 652 Special Education School Law	3
EDL 686 Seminar in Inner City Education	3
EDL 706 Problems in Leadership	3
EDL 714 Personnel Administration	3
EDL 735 Administrators and the Reading Program	3

Application & Acceptance Requirements

Applicants are accepted for fall, spring, or summer terms to begin their course work.

The following information is available from the Graduate Admissions website (www.buffalostate.edu/graduateadmissions) or from the EDL Program Faculty (Bacon Hall 316D; phone 878-5628).

- Buffalo State College *Graduate Catalog*
- Application for Graduate Admission
- State University Underrepresented Minority Graduate Fellowship Program and Graduate Tuition Scholarship opportunity program (12 credit enrollment requirement)
- Pre-admission interview procedures for EDL program
- *Educational Leadership & Facilitation (EDL)* program description and supplemental application materials

A completed application packet includes:

- Completed application form
- Miller Analogies Test score¹
- Sealed, official transcripts of all undergraduate and graduate work
- Copy of valid teaching certificate
- Three written recommendations from appropriate school leaders and colleagues
- Completed statement of leadership interests, goals, and relevant professional service.

A completed interview includes:

- Personal interview with the ELF Program full-time teaching faculty
- Writing sample (as a part of the personal interview)

The decision to accept an applicant into the program and to begin coursework in the 9201 program requires the completion of both the application and interview components.

NOTE: The course work requirements for the CAS and for meeting the NYS certification requirements through this program surpass the NYS minimums. We believe that educational leaders must be better prepared than just meeting the minimum NYS requirements (18 graduate hours in educational leadership plus an internship) in order to be effective resolving the major issues and challenges confronting communities, schools, and the many persons involved. This is a 39-hour program.

¹ To arrange for the Miller Analogies Test to be taken on the BSC campus, contact the Graduate Studies and Research Office at 878-5601. The MAT is administered almost weekly and arranged at convenient times. Study guides are available at area book stores.