

**Lehman College**  
**School of Education**  
**Advising Worksheet**  
**PROGRAM/CERTIFICATION REQUIREMENTS**  
**Department of Counseling, Leadership, Literacy and Special**  
**Education**

Student \_\_\_\_\_ ID# \_\_\_\_\_

Program: Advanced Certificate 30-Credit Program in Educational Leadership (leading to NYS certification as a School District Leader)

### **Steps in the Program**

#### **Decision Point 1: Admission to Program**

Applicants must submit the following:

1. A master's degree in a related field (e.g., teaching, school counseling, etc.) from an accredited college or university;
2. A minimum 3.0 (B) grade point average from a completed graduate degree program;
3. New York State permanent or professional certification in classroom teaching, school counseling, school psychology, school social work or the equivalent;
4. A minimum of three years of successful P-12 teaching and/or school counseling, school psychology, or school social work experience;
5. Three letters of recommendation: at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a district leader, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
6. A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service;
7. A 1000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school district leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges; d) brief analysis of a current educational policy, discussing its pros/cons and its impact on urban districts;
8. Candidates who satisfy the preliminary admissions requirements will be invited to a group interview.

#### **Decision Point 2: Enrollment for Student in the Educational Leadership Sequences of Study**

Applicants must meet the following requirements:

1. Meet with Program Coordinator to plan courses and receive course approvals prior to or during registration each semester;
2. If conditions were placed on initial matriculation, all conditions must be met by the completion of the first 12 credits;
3. 24 credits in educational leadership courses with a minimum 3.0 grade point average, a completed internship supervision agreement signed by the region/district internship site supervisor, and permission of the Program Coordinator are required prior to placement in EDL 720 (The Leadership Experience);

4. Demonstrated evidence of ethics, as well as instructional leadership, organizational, administrative, and collaborative skills, through school-based and region/district-based projects.

**Decision Point 3: Exit Requirements**

Applicants must meet the following requirements:

1. Completion of 30 approved graduate credits of study in educational leadership;
2. A minimum grade point average of 3.0 (B);
3. Successful completion of 400 internship hours;
4. Submission of the culminating electronic program portfolio in EDL 720 (The Leadership Experience).
5. The New York State Education Department has made passing the New York State Education Leadership Assessment in SDL a condition of program completion (for SDL programs only as per State regulations). A student enrolled in the Advanced Certificate leading to SDL certification, who does not pass the SDL assessment, can enter what the State has termed a “companion program,” whereby the student can still receive the Advanced Certificate but will not be eligible for SDL certification at that time. The companion program has the same admission requirements, curriculum, and graduation requirements. However, students who do not pass the SDL assessment will not receive New York State SDL certification.

**Graduate Courses: Degree Requirements**

See Program Plan (attached).

I have met with this candidate to discuss program/ certification requirements:

\_\_\_\_\_

Program Coordinator \_\_\_\_\_  
Certification Officer \_\_\_\_\_  
Other \_\_\_\_\_

I have been advised about the courses that I need to complete my program and certification.

\_\_\_\_\_  
Candidate

Date: \_\_\_\_\_

Cc: Candidate  
Department  
Office of the Dean, School of Education

**Lehman College, CUNY**  
**Department of Counseling, Leadership, Literacy, and Special**  
**Education**

**EDUCATIONAL LEADERSHIP PROGRAM**  
**ADVANCED CERTIFICATE – SCHOOL DISTRICT LEADER (code 360)**  
**PROGRAM ADMINISTRATIVE RECORD**

Student \_\_\_\_\_ Advisor \_\_\_\_\_

ID# \_\_\_\_\_ Year of Matriculation \_\_\_\_\_

Address \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail Address \_\_\_\_\_

\_\_\_ LUTE \_\_\_ Child Abuse Reporting \_\_\_ Violence Prevention \_\_\_ NYSED

\_\_\_ Years as a teacher/administrator/supervisor-pupil personnel service provider

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>SEMESTER TAKEN</b>	<b>COMMENTS</b>
EDL 712	Leading an Effective School District (3 crs.)		Required Fall, Year 1
EDL 713	Shared Decision Making and Ethics for the School District Leader (3 crs.)		Required Fall, Year 1
EDL 714	Educational Vision, Strategic Planning, and Systematic Evaluation (3 crs.)		Required Spring, Year 1
EDL 715	Diversity and Educational Leadership (3 crs.)		Required Spring, Year 1
EDL 716	Educational Governance, Policy, and Law (3 crs.)		Required Summer, Year 1
EDL 717	Finance, Operations, and Human Resource Management (3 crs.)		Required Summer, Year 1
EDL 718	Creating Effective Partnerships: Parents, Community Members, School Boards, and Other Key Stakeholders (3 crs.)		Required Fall, Year 2
EDL 719	Case Studies in School District Leadership (3 hrs., 3 crs.)		Required Fall, Year 2
EDL 720	The Leadership Experience – District/Region Level (internship/seminar – 400 hrs., 6 crs.)		Required Spring, Year 2

Student's Signature \_\_\_\_\_