

Educational Leadership, School Leadership, M.Ed.

The Educational Leadership, School Leadership, program consists of two certification options for prospective administrators: a Class “A” Certification Program and a Class “A” Certification Program with a Master of Education Degree.

Successful completion of the program may qualify the candidate for the Class “A” Professional Instructional Support Personnel Certificate as an Educational Administrator.

Educational Leadership Admission Requirements

Directions for Applying to the Educational Administration Program

Dear Applicant:

In efforts to improve the quality of school leadership throughout Alabama, the State Department of Education has directed all postsecondary institutions of higher education to adopt more rigorous standards for admission to their programs of educational administration.

Candidates for the Educational Administration program at the University of South Alabama will be considered for admission twice annually. Applicants whose **completed** portfolios are submitted to the office of Graduate Admissions by **October 1** (for the Spring Semester) and **March 1** (for the Summer semester) will be contacted to schedule a personal interview.

Review the attached document. It contains a list of the information we need from you and the order in which items are to be arranged. Your portfolio should be submitted to the University's Office of Admissions no later than 5:00 o'clock p.m. on the dates indicated. If you're mailing your portfolio, include a stamped, self-addressed envelope of equal size and send your materials to

The University of South Alabama
The Office of Admissions
Meisler Hall, Room 2500
Mobile, AL 36688

Contact an educational leadership faculty member or the department's secretary at 380-2894 if you need assistance. You'll find helpful information about our programs by going to <http://www.southalabama.edu>, then to the Department of Leadership and Teacher Education Web page.

Portfolio Preparation

The completeness, accuracy, and organization of your professional portfolio will influence the decision by program faculty about your admission to the program of Educational Administration.

1. Purchase a one-inch, three-ring binder (your choice of color!) and a package of divider **Tabs (A–H)**.

2. Portfolio organization (information must be typed):

TAB A – a title page with the candidate’s name, home address, office and home telephone numbers.

TAB B - proof of three years of teaching experience prior to admission to the educational administration program. A typewritten list including year(s) taught, district, school, and grade assignment(s) is acceptable for the present time. Approved applicants must provide an official Verification of Experience form from their school system by the close of their first term of enrollment. Beginning in 2006, only the Verification of Experience form will be accepted.

TAB C - three letters of recommendation attesting to the candidate’s leadership and management potential. **One of the letters must be written by the applicant’s principal or supervisor.**

TAB D - a two-page, typed, double-spaced narrative entitled “Why I Want to Become an Administrator.” The narrative should not exceed 500 words.

TAB E - a completed copy of the candidate’s most recent performance appraisal, including its Professional Development Plan (PDP) component.

TAB F - a resume (vita) with a reverse chronology of the candidate’s professional employment history, including dates and locations.

TAB G - a copy of the candidate’s results from either the Graduate Record Exam (GRE) or Miller Analogies Test (MAT). Test results must be no older than five years from the portfolio's submission date. This requirement is not applicable to students with a Master's Degree who are seeking "A" certification in educational administration.

TAB H - a copy of the applicant's Alabama Teacher's Certificate or a certificate from the appropriate state agency in which the applicant is employed, accompanied by a copy of the application for certification to the Alabama State Department of education. Out-of-state applicants must provide a valid Alabama Teacher's Certificate by the close of their first term of enrollment.