



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 without a second Master’s degree 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 for Instructional Leadership.

Additionally, candidates may choose [Educational Leadership](#) which does not lead to certification for public school administrators.

[An Ed.S. degree](#) for Instructional Specialist leading to Class AA certification Instructional Leadership. This program is described following the masters level program.

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 each semester. Applicants whose **completed** portfolios are submitted to the office of Graduate Admissions by **October 1** (for the Spring Semester), **March 1** (for the Summer semester) and **May 15** (for Fall 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, as documented on the Verification of Experience form.

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 It's Professional Development Plan (PDP) component and evidence of ability to lead student achievement.

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

TAB G – official results of the Graduate Record Exam (GRE) including the analytical writing section (must be sent by testing agency to the University - USA College Code for the GRE is 1880). Test results must be no older than five years from the portfolio's submission date.

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.

Instructional Leadership, Instructional Specialist, Ed.S.

The Educational Leadership, Instructional Specialist, program is designed for students who already have class “A” professional certification in educational administration. Successful completion of the program may qualify the candidate for the Class “AA” Professional Instructional Support Personnel Certificate as an [Instructional Leader](#).

Admission Requirements

(2) Admission. Advanced certification for an Instructional Leader shall be at the Class AA level and shall minimally ensure the following:

- (a) All candidates must undergo a criminal history background check. Additional information is provided in Rule 290-3-3-.02(5).
- (b) All candidates must hold a Class A Professional Educator Certificate in Instructional Leadership or one of the other Class A leadership certificate designations [Instructional Leader, Principal, Superintendent, Superintendent-Principal, Educational Administrator, Supervisor (any subject and/or grade level), Administrator of Career and Technical Education].
- (c) Candidates must meet one of the following criteria:
 - 1. Hold a Class A Instructional Leadership certificate earned after completing a redesigned program at an Alabama university.
 - 2. Be currently serving as a superintendent, assistant or associate superintendent, assistant to the superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator, or evaluator.
 - 3. Document three years of employment in an instructional leadership position for which one of the certificates in Rule 290-3-3-.53.01(2)(b) is proper certification according to the current edition of the *Subject and Personnel Codes* of the Alabama State Department of Education.
 - 4. Demonstrate each of the abilities in the Class A Instructional Leadership standards prior to admission to the Class AA Instructional Leadership program or prior to completion of the Class AA Instructional Leadership program.
- (d) Applicants who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005, must submit a portfolio which includes:
 - 1. Three letters of recommendation.
 - 2. Most recent performance appraisals.
 - 3. Evidence of ability to lead student achievement.
 - 4. Evidence of leadership and management potential.
 - 5. Reasons for pursuing the Class AA certificate in Instructional Leadership.

(e) Applicants who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005, must pass an interview conducted by a program admission committee that includes both P-12 instructional leaders and instructional leadership faculty. (Questions in the interview should reflect a higher level of knowledge and ability than those used as part of the admission process for the Class A Instructional Leader program.)

Requirements for Certification. Readiness to serve as a Class AA Instructional Leader shall include:

(a) An official transcript from a regionally accredited institution documenting a minimum of 33 semester hours of post-master's degree work at the sixth-year level or above.

(b) Satisfactory completion of a State-approved program with a minimum GPA of 3.25 on all courses in the Alabama State Board of Education approved Class AA Instructional Leadership program.

(c) Competence to serve as a Class AA Instructional Leader as partially demonstrated through completion of mentor training.

(d) Competence to serve as a Class AA Instructional Leader as partially demonstrated through completion of a problem analysis project.

(e) A passing score on a comprehensive assessment documenting mastery of the Class AA Instructional Leader program curriculum. The assessment may include but may not be limited to an oral examination.

(5) Testing for Class AA Certification for Instructional Leadership. Applicants for Class AA certification who are meeting requirements for a certificate which covers a grade span different from the grade span covered by the certificate used as the basis for admission to the Class AA Instructional Leadership program must meet the Praxis II requirements of the Alabama Prospective Teacher Testing Program (APTTP). Some individuals hold an Alabama certificate for principal 1-6 or 7-12 rather than P-12. A person holding one of those certificates and completing the Class AA Instructional Leadership P-12 program must meet the Praxis II requirements as a precondition for certification. Additional information is provided in Rule 290-3-3-.01(3).