School Administration Programs
Program Coordinator: Robert Lyons
Location: 3201 Alexander Hall

Preface

School administration programs have changed significantly as a result of 16 KAR 3:050. The pages that follow are the approved Graduate Catalog pages that supersede the 2010-2012 MSU Catalog.

Specialist in Education: Education Administration
CIP 13.0499.04
ACCREDITED BY:
National Council for Accreditation of Teacher Education (NCATE)
The Specialist in Education for Education Administration is designed for individuals pursuing district-level certification in pk-12 education. The EdS in Education Administration is a 21-hour program in addition to a 30-hour Master of Arts in Education Administration. Upon completion of the 30-hour Master in Education Administration, the student may reapply to the Education Specialist program and complete the remaining 21 hours. NOTE: Total program hours must equal or exceed 60 hours beyond the bachelor’s degree. Additional advisor-approved elective(s) may be required.

Admission Requirements
- Earned Master of Arts in Education Administration
- Valid Kentucky Teaching Certificate
- Minimum five (5) years’ experience as a professional educator

Total Course Requirements........................................21-30 hours

Specialist in Education: Education Administration
Requirements beyond MAED in Education Administration (21 to 30 hours)
ADM 669 Seminar in School Administration
ADM 677 Crisis Management in Schools*  
ADM 739 The School Superintendency
ADM 749 School District Administration
ADM 759 Strategic Planning in Education
ADM 667 Pupil Personnel Accounting*

OR
SED 650 Administration of Special Education Programs
ADM 779 The Superintendency Practicum^  

OR
ADM 798 Specialty Study
Advisor approved electives as needed...........0 to 9 hours

* Field Experience Required
^ Capstone Project Required

Exit Criteria
- verification of field experiences
- successful defense of specialty study or capstone project
Master of Arts in Education: 
Education Administration
CIP 13.0499.04
ACCREDITED BY:
National Council for Accreditation of Teacher Education (NCATE)
The Master of Arts in Education Administration is designed for individuals seeking initial professional certification for Kentucky Instructional Leadership – School Principal (Level 1), and is required for admission to other Kentucky Professional Administrative Certificate programs. Coursework is aligned with the Interstate School Leader Licensure Consortium (ISLLC) Standards, the Technology Standards for School Administrators (TSSA) and the Kentucky Dispositions, Dimensions and Functions for School Leaders (KDF). There are 250 hours of documented field experience required, which occur with a diversity of students in different contexts (elementary, secondary) and at different levels of engagement (observing, participating, leading).
Admission to the program is competitive, selective and collaborative. Pursuant to 16 KAR 3:050, Murray State University and partner school districts collaborate to co-select candidates, co-design program experiences, and coordinate resources to support candidate field-experience (i.e., release time, access to data, mentoring). Applicants must be affiliated with a Partner School District through employment or through a Statement of Sponsorship, and must possess a master’s degree, making this a 2nd master’s degree.

Requirements of Admission
- earned master’s degree from a regional accredited college or university;
- documented affiliation with a partner school district;
- minimum of three (3) years of teaching experience at time of application;
- valid GRE on file with Murray State University;
- valid Kentucky Teaching Certificate or an approved waiver of Kentucky certification.

Procedures for Admission
This program is organized and delivered through a regional cohort model. Applicants should contact the Department of Educational Studies, Leadership & Counseling to obtain a schedule of cohorts, application cut-off dates and a Departmental Application. All application materials must be submitted by the advertised deadline for consideration for the cohort. These materials include
- completed Departmental and University Graduate Applications
- current professional resume reflecting leadership experiences
- requested letters of reference and completed rating sheets
- valid GRE, 50th percentile in Verbal and Quantitative as target scores
- requested essays

All application materials will be screened and interviews scheduled by a selection committee for each cohort. Following the interviews, applicants will be notified of the admission decision by the Department.

Total Course Requirements.........................30 hours

MA and Level 1 Certification
ADM 601 School Leadership and Culture*
ADM 602 Socio-political Dimensions of School Leadership*
ADM 611 School-wide Instructional Leadership*
ADM 612 Development of School Personnel*
ADM 631 Organization & Operation of Schools
ADM 632 Practicum in the Organization & Operation of Schools*
ADM 671 Strategic Instructional Leadership*
ADM 672 Legal & Ethical Issues in Schools
ADM 681 Instructional Leadership for Diverse Learners
ADM 682 Practicum in Instructional Leadership for Diverse Learners**^
* Field Experience Required
^ Capstone project embedded

Exit Criteria
- Verification of 250 hours of approved field experience
- Successful Defense of Capstone Project
- Pass Comprehensive Exam

Certification Procedures
For certification as Instructional Leadership – School Principal Level 1, the candidate must show proof of earned Master’s in Education Administration and passing scores of the following tests: (1) School Leader Licensure Assessment (#1494), and (2) the Kentucky Principal test. Within five (5) years of the receipt of the Level 1 certificate, the program for Level 2 must be completed.

Total Course Requirements..............................6 hours

Level 2 Certification
ADM 669 Seminar in School Administration
Advisor Approved Elective Based Upon Candidate Needs
ADDITIONAL KENTUCKY ADMINISTRATIVE ENDORSEMENTS

There are four additional endorsements that may be obtained: a) Instructional Leadership – Supervisor of Instruction, b) Instructional Leadership – School Superintendent, c) Director of Pupil Personnel and d) Director of Special Education. All programs are aligned to the Interstate School Leader Licensure Standards and the Technology Standards for School Administrators. Applicants to these programs must have the following:

- earned master’s degree in Education Administration or Kentucky administrative certificate
- three years of teaching experience at the time of application
- valid Kentucky Teaching Certificate
- additional requirements are listed with each certificate as appropriate

ENDORSEMENT:
Instructional Leadership – Supervisor of Instruction
Total Course Requirements .............................6 hours
Level 1 Supervisor of Instruction
ADM 669 Seminar in School Administration
ADM 749 School District Administration

Total Course Requirements .............................3 hours
Level 2 Supervisor of Instruction
ADM 759 Strategic Planning in Education

ENDORSEMENT:
Director of Pupil Personnel
Total Course Requirements .............................6 hours
Level 1 Director of Pupil Personnel
ADM 667 Pupil Personnel Accounting
ADM 669 Seminar in School Administration

Total Course Requirements .............................3 hours
Level 2 Director of Pupil Personnel
ADM 677 Crisis Management in Schools
OR
COM 639 Seminar in Conflict Resolution
OR
HDL 692 Group Processes
ENDORSEMENT:
Director of Special Education
In addition to the requirements listed for all Kentucky Administrator Professional Certificates, applicants for the Director of Special Education program must:

- qualify for a Kentucky teaching certificate or a school psychology certificate;
- provide evidence of three years’ experience as a teacher or school psychologist, with at least one year as a teacher of exceptional children or school psychologist

Total Course Requirements……………………….…6 hours

Level 1 Director of Special Education
SED 603 Special Education Law
SED 650 Administration of Special Education Programs

Total Course Requirements……………………….…3 hours

Level 2 Director of Special Education
ADM 749 School District Administration
OR
ADM 759 Strategic Planning in Education

ENDORSEMENT:
Instructional Leadership – School Superintendent
In addition to the requirements listed for all Kentucky Administrator Professional Certificates, applicants must:

- verify valid certification as a Kentucky school administrator
- demonstrate two (2) years of successful experience as a school administrator.

Total Course Requirements………………………..12 hours

ADM 739 The School Superintendency
ADM 749 School District Administration
ADM 759 Strategic Planning in Education
ADM 779 The Superintendency Practicum