

BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

## Educational Specialist Degree in Instructional Leadership and School Administration

The Annsley Frazier Thornton School of Education at Bellarmine University offers a principal certification preparation program for educators who already hold a master's degree in education. Students will receive an Educational Specialist Degree in Instructional Leadership and School Administration through participation in a best practice, research based curriculum with a practical field experience.

### **“Educator as Reflective Learner”**

With reflection at the core of effective leadership, the Educational Specialist in Instructional Leadership and School Administration (EdS) program strives to prepare principals who have the knowledge, skills, and dispositions to take the risks necessary to effect positive changes in schools so that all children and adolescents can be successful.

The goal of the EdS program is to develop principals who, by employing continuous reflection of their own practice, will use their expertise to improve student learning and achievement by working in formal and informal ways to augment the professional skills of colleagues, to strengthen the culture of the school through professional learning communities, and to improve the quality of instruction through data-based decision-making. Principal candidates in this program will be challenged to reflect continuously upon: leadership components, coaching and mentoring, analysis of assessment data to impact instruction, strategies for closing the achievement gap through instructional best practices, the need to address equity and diversity in schools, and collaborative efforts to include colleagues, parents, and the community in comprehensive efforts for school improvement. Principal candidates will promote the success of each student by ensuring a leader-driven management style that provides the resources necessary for a safe, efficient, and effective learning environment.

By employing continuous reflection, the aspiring principal candidate engages in authentic field experiences directly impacting the improvement of P-12 student learning and achievement. Furthermore, the candidate collaborates with the professional learning community to strengthen the culture of the school and to improve the quality of instruction through data-based decision-making.

### **NCATE Accreditation**

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

## EDUCATIONAL SPECIALIST DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

Applicants for the Educational Specialist Degree must hold a valid Kentucky Provisional or Professional certificate or equivalent at the program level for which the individual is applying.

### Summer Module I: 9 hours

- EDAD 701** Leadership and the Role of the School Principal
- EDAD 702** Data Management and School Leadership: Using Data-driven Strategies to Retool the Instructional Program
- EDAD 703** The Human Resources Function of the Principalship
- EDAD 704** Field Experience - The Application of Foundational Leadership Skills

### Fall Module II: 6 hours

- EDAD 705** Leading and Administering the Elementary School
- EDAD 706** Field Experience: Exploring the Practice of Building-Level Leadership I

### Spring Module III: 6 hours

- EDAD 707** Leading and Administering the Secondary School
- EDAD 708** Field Experience: Exploring the Practice of Building-Level Leadership II

### Summer Module IV: 9 hours

- EDAD 709** Administrative Issues with Special Populations
- EDAD 710** Parents, Community and the Role of the School Principal
- EDAD 711** Financial, Legal and Ethical Responsibilities of the Principal
- EDAD 712** Field Experience - Applying Leadership Theories and Skills to the K-12 School Setting

### Field Experience

The field experience, comprising a total of eight credit hours earned over four semesters, is designed to give the participant school leadership experiences only available in a school context. Students are required to spend time before and after their regularly scheduled assignments, completing a series of tasks and experiences in elementary, middle and secondary settings. At least 25% of the 240 field experience hours required must be completed in grade levels outside the setting where the candidate is employed.

### Seminars/Workshops

Throughout the fall and spring terms, special topical seminars will be offered. These workshops will focus on topics specific to those hoping to practice in distinct settings such as a parochial school, the Bellarmine Center for Teaching Excellence and Leadership, or a setting with early childhood programs. In addition, extra expertise in school safety and crisis management, administering with technology, and other relevant topics will be addressed.

### Delivery Model

This program uses a cohort approach for scheduling. All participants must begin the program the first summer and follow it through the four terms. Students unable to do so would have to wait an entire year to pick up classes missed during a specific term.

### Program Highlights

- Participating in a program grounded in the ISLLC standards and KyCLS Dimensions
- Working in a collaborative partnership with local schools
- Learning relevant content through creative programming and a novel delivery system
- Overcoming the challenges of creating a work climate supportive of excellence in teaching and learning
- Gaining an understanding of the school as a complex organization
- Understanding the characteristics and challenges of the change process
- Exploring best practices of school leaders who are increasing student achievement
- Participating in four (4) semester field experiences grounded in the real work of school leaders
- Attaining Levels I principal certification and EdS in 14 months
- Working with a cohort of professionals in a community of learners
- Concentrating on instructional leadership in a high stakes environment
- Attaining knowledge and skills in safe schools and crisis management topics
- Infusing technology as a tool for the twenty-first century principal

### LEVEL II CERTIFICATION

(Required within five years of securing a job/position requiring an administrative certification.)

Candidates who have completed the EdS and Level I will be considered for Level II courses. Level II courses must be completed within five (5) years of receipt of initial certification (Level I). The six hours required include:

- EDAD 713** Creating a School Culture that Promotes High Levels of Student Learning (3 hrs)
- EDAD 714** Emerging Legal and Resource Management Issues for the Principalship (3 hrs)

## **PRIORITY APPLICATION DEADLINE**

Priority applications for the summer semester cohort should be submitted by April 30, 2015. Completed applications submitted after this date will be considered on a space available basis.

## **TUITION AND FEES**

This program allows a summer start only, typically in late May dependent upon local school district calendars. Summer 2015 tuition cost for the EdS program will be \$350 per credit hour plus \$40 per course fees.

## **Funding Assistance**

School districts may apply tuition supports for this program, please contact your school district's personnel specialist. As a degree seeking student in the EdS program, students should be eligible for federally supported forms of student aid. Financial aid questions should be directed to the Financial Aid Office at Bellarmine University (finaid@bellarmine.edu or 502.272.7300).

## **ALTERNATIVE CERTIFICATION OPTION VI FOR PRINCIPAL CANDIDATES**

The Annsley Frazier Thornton School of Education at Bellarmine University has developed University-Based Alternative Certification (Option 6) for EdS Leadership/Administration – School Principal Certification (Level 1).

As stated in our agreement with the Kentucky Education Professional Standards Board (EPSB) pursuant to 16 KAR 9:080, the candidate pursuing this route must

- be fully admitted and enrolled in the EdS program.
- accepted an offer of employment as an assistant principal or principal.

The alternative certification option in the Instructional Leadership and School Administration Program requires candidates to complete 30 semester hours of work to meet Level I requirements and an additional 6 hours for Level II requirements. In addition, there are transition points for candidates, providing an opportunity for formative assessment and/or modifications to the professional growth plan. Each candidate must complete 290 field experience hours distributed proportionally across the four semesters of the program.

Course work and field experience hours are informed by the principal preparation program's six anchors and a capstone project. As our candidates matriculate through the program, they are either working toward completion of an anchor or completing the anchor as part of the field-based experience. Each anchor, in part, informs the work the student will be doing on the capstone project.

The candidate participating in the alternative certification program (Option 6) will have, in addition to the above described traditional credit and field experience hours, responsibilities in the following general areas:

1. The Professional Growth Plan (PGP) for the alternative certification candidate will be developed in conjunction with the principal mentor and university mentor.
2. Review points for the Professional Growth Plan (PGP) will be conducted at each transition point with the mentoring principal and university mentor.
3. The 290 required field hours are spread across four (4) semesters in the following manner: Semester/Summer I (40 hours); Semester II – fall (105 hours); Semester III – spring (105- hours); Semester IV/Summer II (40 hours).
4. In addition to the monthly reporting through a reflective field journal, we will support the candidate through a series of site visits to the school observing leadership engagement or leadership through presentations. In addition to the eight visits the university mentor is scheduled to make for all candidates at the P-12 school, there will be an additional visit added per semester to observe the candidate in a leadership activity.
5. We have three transition points in the traditional instructional leadership program. With the alternative candidate that would be increased to four; one at the end of each semester. Additionally, there will be a mid-point transition meeting with the candidate, principal mentor and university mentor present (currently we do not officially meet with the candidate's principal mentor on each school visit). In addition to reviewing and making any adjustments to the PGP, another function of the meeting would be to review any and all candidate field experiences to date and suggest upcoming field-based experiences. (Level II of the alternative certification program has no proposed changes. For both the traditional route and the alternative route, Level I certification must be attained before pursuing completion of Level II certification.)
6. The capstone project currently is one that is instructionally focused. For the candidate seeking an alternative certification, the focus will be on one of the four themes as identified by EPSB: diversity, assessment, literacy or achievement gap.

The temporary provisional license is typically issued during the first semester of the EdS program (summer) and is issued for one year. Candidates must renew this license for one additional year to complete program requirements during the second summer semester. Candidates must take and pass the SLLA and KYPT exams as soon as possible during the renewal year. *The AFTSE reserves the right to withdraw recommendation for principal alternative certification if for whatever reason candidates are unable to meet these conditions.*

## PROCEDURE FOR ADMISSION

1. Complete and submit the application.
2. Submit a non-refundable application fee of \$40 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. A current resume (Note: Three years of successful teaching experience in a P-12 setting with full teacher certification during those 3 years is required).
4. A copy of valid state issued Professional Teaching Certificate.
5. A previously completed master's degree is required with a preferred cumulative GPA of 3.50 from the advanced degree.
6. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and should not be marked "Issued to Student." If any transcript(s) or undergraduate degree(s) is from an international institution, you must provide an official copy to be evaluated by the Bellarmine International Programs Office. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
7. OPTIONAL - Official Graduate Record Examination (GRE – [www.ets.org/gre](http://www.ets.org/gre)) score mailed directly to the Office of Graduate Admission.
8. Three recommendations from individuals who are former professors or who have supervised the applicant in a school setting. One recommendation must come from the applicant's current principal/head teacher. All recommendations must be related to the professional environment. (Form provided, copy as needed).
9. Responses to the four essay questions included in this packet.
10. The Educational Autobiography (details to the right).
11. Once completed, mail the application to:  
Bellarmine University  
Office of Graduate Admission  
2001 Newburg Road  
Louisville, KY 40205
12. A collaborative interview between the applicant, a School of Education representative and appropriate school district personnel will be arranged. A successful interview is required for an admission decision.

## INTERNATIONAL APPLICANTS

**Please complete the items under Procedure for Admission and submit the following:**

**Language Proficiency.** All students are expected to have appropriate English-language proficiency to be admitted to the university. The language proficiency is required to ensure students are adequately prepared and well positioned to succeed.

**Financial Affidavit.** All applicants must provide a financial affidavit certifying the ability to fund the cost of attending Bellarmine University for one academic year. Figures must be expressed in United States currency.

## EDUCATIONAL AUTOBIOGRAPHY

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and personal goal statement. Include your own educational background and experiences from pre-school to graduate work; work experiences; a discussion of your strengths and weaknesses; factors leading to your decision to pursue certification as a school principal; your academic, intellectual, and professional objectives; and your commitment to your professional development at Bellarmine University. This document is an important part of the application review process. You should take great care to produce a thoughtfully planned and well written statement. Your work should be limited to 1000 words. Your completed work should be labeled Attachment C and include your name.

## CONTACT INFORMATION

Theresa A. Klapheke  
Senior Graduate Admission Officer  
502.272.8271 or [tklapheke@bellarmine.edu](mailto:tklapheke@bellarmine.edu)

Office of Graduate Admission  
502.272.7200 or 1.800.274.4723 x7200  
or [gradadmissions@bellarmine.edu](mailto:gradadmissions@bellarmine.edu)

# Educational Specialist Degree in Instructional Leadership and School Administration

I am applying for:  Summer 20 \_\_\_\_\_

I will be attending:  Full-time  Part-time

## PERSONAL DATA

Name \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN

Preferred Name \_\_\_\_\_ Social Security Number\* \_\_\_\_\_ Gender \_\_\_\_\_

Permanent Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
CITY STATE/PROVINCE

Citizenship  U.S.  Permanent U.S. Resident  Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? \_\_\_\_\_

What is your current country of residence? \_\_\_\_\_

Is English your first language?  Yes  No

If no, what is your first language? \_\_\_\_\_

Are you Hispanic or Latino? (optional)  Yes  No

In addition, select one or more of the following racial categories to describe yourself (optional):

American Indian or Alaskan Native  Asian  Black or African American

Native Hawaiian or Other Pacific Islander  White

Current School of Employment \_\_\_\_\_ Present Position \_\_\_\_\_

School Address and District \_\_\_\_\_  
STREET ADDRESS CITY STATE/PROVINCE DISTRICT

Will tuition be subsidized by your employer?  Yes  No

Will you be applying for aid with the Veterans Administration?  Yes  No

Where did you hear about Bellarmine's EdS program? \_\_\_\_\_

What factor had the most influence over your decision to apply for Graduate Admission here? \_\_\_\_\_



\* Not required but must be provided to receive federal and/or state aid.

## EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	DATES ATTENDED	DEGREE RECEIVED	GPA

GRE (Optional) test date \_\_\_\_\_ Score \_\_\_\_\_

## TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL	DUTIES	DATES

## BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board?  Yes  No

If yes, from where? \_\_\_\_\_

*A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to current Dean of Students asking for an explanation of the sanction and circumstances.*

Have you ever been convicted of a felony?  Yes  No

*If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information. In the event you are admitted and enrolled at Bellarmine University and your status changes, you are required to contact the Dean of Students immediately at 502.272.8426. Failure to report a change of status could result in immediate expulsion.*

## SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bellarmino University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

## RECOMMENDATION FORM: EDS DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

**APPLICANT:** Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form. **Three recommendations are required with your application.**

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESPONDENT:** The individual whose name appears above is applying for admission to the Bellarmine University Educational Specialist Degree in Instructional Leadership and School Administration. Evaluations of the applicant’s potential are required as part of the application procedure and this individual requests that you write on his/her behalf. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

Institution or Agency \_\_\_\_\_

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						



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

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From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain your rating.

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From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

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Identify at least two instances in which you have seen this candidate lead/guide/direct an adult group or a project and describe your assessment of the outcome of his/her efforts.

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Indicate the strength of your overall endorsement of the applicant.

Highly recommended     Recommended     Recommended with reservations     Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

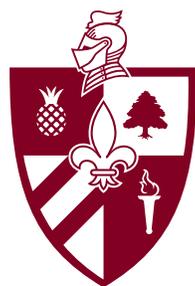
Phone \_\_\_\_\_ Best time to call     Morning     Afternoon     Evening

**Respondent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_









**BELLARMINE  
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2001 Newburg Road | Louisville, KY 40205 | [www.bellarmino.edu](http://www.bellarmino.edu)

5/27/14