

# MASTER OF EDUCATION—SCHOOL LEADERSHIP AND ADMINISTRATION

**Program Coordinator: Dr. Stephen Mills**

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The Master of Education in School Leadership and Administration is designed to prepare future school administrators for the complexities of the position within the dynamics of a rapidly changing society. The program is designed to meet Massachusetts Department of Education Initial Licensure requirements for Principals/Assistant Principals.

## Admission

Applicants for admission to the Master of Education in School Leadership and Administration must have completed a baccalaureate degree program at a regionally accredited institution. To be considered for admission, applicants must possess an initial or professional teaching license in an area other than administration and have been teaching for at least two years.

As an alternate route, students who are not currently teaching but who wish to apply for the school leadership and administration license must demonstrate completion of at least three full years of employment in an executive management/leadership role. This option can only be used with the approval of the program coordinator (documentation required).

**To apply for consideration, applicants must provide the following:**

- Graduate School application ([www.worcester.edu/apply](http://www.worcester.edu/apply))
- Essay explaining why the applicant is interested in becoming a school administrator, addressing the four professional standards for administrative leadership
- Copy of a Massachusetts initial or professional teaching license
- Minimum of at least two years of teaching experience; at least three years of teaching experience is required to earn the license
- Official undergraduate and graduate transcripts of all college-level work
- Evidence of passing scores on the Communication and Literacy MTEL exam
- Three letters of reference from professionals who can speak to the applicant's promise of becoming an effective school administrator, including a letter of support from a school district administrator.  
Please see MEd in Leadership Letter of Recommendation form online at [www.worcester.edu/ME-School-Leadership-and-Administration/](http://www.worcester.edu/ME-School-Leadership-and-Administration/) under Admissions Requirements.

Candidates for the fully online, non-licensure track must possess a bachelor's degree from a regionally accredited institution or its equivalent with a minimum GPA of 2.75. Applicants must possess a minimum of two years of instructional or related work experience in a PreK-12 educational setting, and provide two professional references.

Application: [www.worcester.edu/apply](http://www.worcester.edu/apply)

- Official undergraduate transcripts from all colleges/universities attended
- Official graduate transcripts, if applicable, from all universities attended
- Career Essay (addressing work experience)
- Two professional references from a PreK-12 educational setting

## Application Deadlines

The Master of Education in School Leadership and Administration on-campus program will begin every other fall semester. Completed applications received by June 15 will be reviewed for admissions decisions prior to the September start.

## Items Needed to Apply:

- Online application found at [www.worcester.edu/apply](http://www.worcester.edu/apply)
- Essay explaining why the applicant is interested in becoming a school administrator, addressing the four professional standards for administrative leadership
- Copy of a Massachusetts initial or professional teaching license
- A minimum of two years of teaching experience when applying to the program, and at least three years of teaching experience to earn the license
- Official transcripts of all college-level work, both undergraduate and graduate, showing completion of a bachelor's degree from a regionally accredited institution
- Official transcript evaluation for any transcript from outside the United States
- An English language proficiency test if the student's academic background is not in English
- Evidence of passing scores on the Communication & Literacy MTEL exam
- Three letters of reference from professionals who can speak to the applicant's promise of becoming an effective school administrator, including a letter of support from a school district administrator

## CURRICULUM

### Content Courses

- EA 912 Introduction to Educational Leadership (3)
- EA 913 Action Research for School Administrators (3)
- EA 915 Economic and Operational Dimensions of Education (3)
- EA 918 Family and Community Engagement (3)
- EA 923 Governance, Ethics and Law in Education (3)
- EA 924 Curriculum, Instruction and Assessment for Aspiring Leaders (3)
- EA 931 Administration of Programs for Children with Special Needs and ELLs (3)
- EA 970 Professional Culture (3)
- EA 972 Enhancing Teacher and Student Performance (3)
- EA 973 Building Capacity for Shared Vision and Educational Change (3)
- EA 929 Educational Leadership Capstone (3)

### Practicum Courses

*Practicum in Family & Community Engagement (1 cr):* EA 950 (PreK-8), or EA 952 (Grades 5-12)

*Practicum in Professional Culture (1 cr):* EA 954 (PreK - 8), or EA 956 (Grades 5-12)

*Practicum in Instructional Leadership (1 cr):* EA 958 (PreK - 8) or EA 960 (Grades 5-12)

*Practicum in Management & Operations (1 cr):* EA 962 (PreK-8) or EA 964 (Grades 5-12)

*Practicum Educational Leadership Capstone (1 cr):* EA 966 (PreK-8) or EA 968 (Grades 5-12)

Total Credits: 38 credits

### ADDITIONAL REQUIREMENT

Candidates must complete, or provide evidence of, SEI endorsement to earn the degree.

### ADMISSIONS REQUIREMENTS

Candidates for the licensure program must possess a bachelor's degree from a regionally accredited institution or its equivalent with a minimum GPA of 2.75. They must possess an initial or professional Massachusetts teaching license and have at least three years of teaching experience. Their essay must address the four professional standards of effective school leaders, as defined by the Department of Secondary and Elementary Education (DESE). They must provide evidence of passing scores on the Communication & Literacy MTEL exam. They must submit three letters of reference from professional sources.

Application: [www.worcester.edu/apply](http://www.worcester.edu/apply)

Essay addressing the four professional standards of school leadership: *Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture*

Copy of a Massachusetts initial or professional educator license.  
*Applicants must have at least three years of teaching experience to apply to the program.*

Official undergraduate transcripts from all colleges/universities attended

Official graduate transcripts, if applicable, from all universities attended

Passing scores on the Communication & Literacy MTEL exam

Three letters of recommendation from professionals who can speak to the applicant's promise of becoming an effective school administrator, including a letter of support from a school district administrator.

**Instructional Leadership:** Promote learning and growth by cultivating a shared vision that makes effective teaching and learning the central focus of a school or organization.

**Management & Operations:** Promote learning and growth by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing and scheduling.

**Family & Community Engagement:** Promote learning and growth through effective partnerships with families, community organizations, and other stakeholders that support the mission of an organization or school.

**Professional Culture:** Promote success by nurturing and sustaining a culture of reflective practice, high expectations, and continuous learning for staff.