

# POST-MASTER'S CERTIFICATE IN ADMINISTRATIVE SPECIALIST

**Licensure Coordinator:**

Dr. Jane Beese

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The Administrative Specialist Licensure Program at Youngstown State University prepares educators for district-level leadership in curriculum, instruction, and professional development. Candidates must hold a Master's degree in Educational Administration or Curriculum and Instruction and have one year of successful teaching under a provisional or professional teacher license. In addition to completing the licensure program, candidates must satisfy any other state department requirements and pass the prescribed State exam. The program requires completion of 18 hours of coursework.

**Admission Requirements**

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1. Hold a Master's degree in Educational Administration, Curriculum & Instruction, or a related field from an accredited institution.
2. Minimum GPA 3.00
3. Possess a valid teacher certificate/license.
4. Have a minimum of one year of successful teaching experience under a provisional or professional teacher license.
5. Provide official transcripts from all colleges and universities attended.
6. Submit official scores for the Graduate Record Examination (GRE) (waived for applicants who have an undergraduate GPA of 3.0 or higher)
7. Submit a completed application for admission to the Administrative Specialist Licensure Program at Youngstown State University.

**Certificate Requirements**

**Year 1**

| <b>Fall</b>                 |  | <b>S.H.</b> |
|-----------------------------|--|-------------|
| TCED 6936                   | Curriculum, Assessment, and Instruction to Improve Learning                                  | 3           |
| EDAD 6948                   | Data Driven School Improvement and Program Evaluation  | 3           |
| <b>Semester Hours</b>       |  | <b>6</b>    |
| <b>Spring</b>               |  |             |
| EDAD 7018                   | School Discipline and Student Support Services: Policies, Programs and Prevention Strategies | 3           |
| EDAD 7020                   | Human Resource Leadership  | 3           |
| <b>Semester Hours</b>       |  | <b>6</b>    |
| <b>Summer</b>               |  |             |
| EDAD 6915                   | Learning, Teaching, and Instructional Leadership   | 3           |
| EDAD 7040                   | Clinical Practice for the Administrative Specialist  | 3           |
| <b>Semester Hours</b>       |  | <b>6</b>    |
| <b>Total Semester Hours</b> |  | <b>18</b>   |

**Learning Outcomes**

**Program Level Objectives:**

1. Develop a deep understanding of district-level leadership principles, practices, and policies in curriculum, instruction, and professional development.
2. Acquire advanced knowledge and skills in educational administration, including data-driven decision-making, human resource leadership, and student support services.
3. Demonstrate proficiency in applying theoretical concepts to practical settings through the completion of a clinical practice experience.
4. Analyze and evaluate educational programs and policies to improve student learning outcomes and overall school effectiveness.
5. Develop a reflective and research-based approach to educational leadership, focusing on continuous improvement and lifelong learning.

**Jane Beese, Ed.D., Professor**

Organizational leadership; economics of education; program evaluation

**Charles Jeffords, Ed.D., Assistant Professor**

Administrative practices; school and community relations; school finance

**Karen H. Larwin, Ph.D., Professor**

Assessment; research design and methodology; statistics

**Nathan Myers, Ph.D., Associate Professor**