**SCHOOL ADMINISTRATION AND SUPERVISION (ONLINE AND FACE-TO-FACE OPTIONS), GRADUATE CERTIFICATE**

**Face-to-Face Option**

The 18-credit face-to-face graduate certificate program option is designed for school-district employed certified teachers and other certified personnel pursuing leadership positions in kindergarten through grade 12 (K-12) school settings and is approved by the Maryland State Department of Education (MSDE) for certification in school administration and supervision (Administrator I). Program options are also appropriate for preparing department chairs, team leaders, or curriculum coordinators. In addition to the standard School of Education admissions requirements, applicants are expected to be:

1. certified teachers or other certified school personnel with 27 months teaching experience,
2. currently employed by a school district or an accredited independent school, and
3. hold a master's degree
4. Identify a person who will serve as a mentor (during final internship course). The mentor must have either Administrator I or II certification and be currently working in an administrative or supervisory capacity. Additionally, the mentor should be willing to coach the intern and to meet on a regular basis to provide assistance to the intern in experiencing the many facets of leadership.

A strong emphasis is placed upon the provision of opportunities for students to develop the skills and competencies that are necessary for successful educational leadership. The internship is the capstone course; it is completed in the school where the student works and is performed under the careful supervision of an in-school mentor and a university supervisor. Candidates must meet with a faculty adviser before they are fully admitted to this certificate program.

The certificate may be taken as a stand-alone certificate program or combined with another School of Education graduate certificate program to earn a Master of Science in Education with a concentration in Educational Studies.

**Online Option**

The online 18-credit graduate certificate program option is designed to reflect the rigor of the School of Education’s face-to-face program option while utilizing the convenience of the online platform to prepare rising K-12 school leaders for the transition into leadership with unparalleled knowledge and support. There are two pathways within the online certificate option:

1. a flexible option, open to any school-district employed certified teachers and other certified personnel and
2. an option restricted to JHU Teach For America corps members. For TFA corps members who have taken ED.851.705 Effective Leadership and/or ED.851.603 School Law as electives in the TFA program we will count these courses towards the Graduate Certificate in School Administration and Supervision.

In addition to the standard School of Education admissions requirements, applicants are expected to:

1. be certified teachers or other certified school personnel with at least 27 months of teaching experience,
2. be currently employed by a school district or an accredited independent school, and
3. hold a master’s degree
4. Identify a person who will serve as a mentor (during the final internship course). The mentor must have either Administrator I or II certification and be currently working in an administrative or supervisory capacity. Additionally, the mentor should be willing to coach the intern and to meet on a regular basis to provide assistance to the intern in experiencing the many facets of leadership.

Please note that while the program meets the certification requirements for Maryland, the School of Education cannot guarantee that the coursework will meet state credentialing requirements outside of Maryland. It is the responsibility of candidates who are employed in states other than Maryland to confirm with their state credentialing agency what the certification requirements are for their state and whether there is reciprocity with Maryland.

For more information on the pathways within online certificate option, please visit https://education.jhu.edu/academics/graduate-certificate-programs/school-administration-and-supervision/school-administration-supervision-online/.

Note: As of October 15, 2020 the Maryland State Department of Education (MSDE) requires candidates seeking Administrator I certification to complete 3 credits in special education (COMAR 13A.12.04.01). You may earn credits through the Johns Hopkins University, School of Education or from another accredited institution. The special education credits may be at the Undergraduate or Graduate level.

**Program Requirements**

Courses in this certificate option are delivered in a face-to-face mode and delivered at the Baltimore Homewood campus.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED.851.601</td>
<td>Organization and Administration of Schools</td>
<td></td>
</tr>
<tr>
<td>ED.851.603</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>ED.851.705</td>
<td>Effective Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ED.852.602</td>
<td>Supervision and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ED.881.610</td>
<td>Curriculum Theory, Development, and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Implementation</td>
<td></td>
</tr>
<tr>
<td>ED.851.810</td>
<td>Internship in Administration and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18

1 Please note that students must attend an organizational meeting or make arrangements to speak with the faculty program coordinator in the semester prior to registering for the internship.
As of October 15, 2020 the Maryland State Department of Education (MSDE) requires candidates seeking Administrator I certification to complete 3 credits in special education (COMAR 13A.12.04.01). The credits may be earned through the Johns Hopkins University, School of Education or from another accredited institution. The credits may be taken at the undergraduate or graduate level.

**Learning Outcomes**

Upon successful completion of the program, we expect students will:

- Demonstrate specific content knowledge regarding school leadership.
- Demonstrate knowledge of skills needed for collaborating with staff and others to create a vision and plan of improvement for a school.
- Demonstrate skills and dispositions that are needed to manage and to lead with respect to human and material resources and the total organization of a school.
- Demonstrate knowledge, skills, and dispositions that promote effective school, family, and community engagement.
- Demonstrate the ability to assess and to understand the larger context in which educators work today.
- Demonstrate knowledge of strategies and procedures for working fairly and justly with all stakeholders in a diverse school environment.
- Demonstrate knowledge of strategies and processes for providing a school instructional program for all students that is evaluated for effectiveness based on student achievement and other relevant factors (i.e., attendance, for example).
- Demonstrate skills and strategies related to the safe and orderly operation of a school.