

# SCHOOL ADMINISTRATION AND SUPERVISION, GRADUATE CERTIFICATE

*The School of Education is not accepting or admitting new students into the Graduate Certificate in School Administration and Supervision program for the academic year 2025-2026*

The 18-credit online 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 advisor 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.

There are two pathways available for the certificate:

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.

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.

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). Students 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.

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## Program Requirements

Courses in this certificate option are delivered fully online

Code	Title	Credits
ED.851.601	Organization and Administration of Schools	3
ED.851.603	School Law	3
ED.851.705	Effective Leadership	3
ED.852.602	Supervision and Professional Development	3
ED.881.610	Curriculum Theory, Development, and Implementation	3
ED.851.810	Internship in Administration and Supervision <sup>1</sup>	3
<b>Total Credits</b>		<b>18</b>

<sup>1</sup> 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.

<sup>2</sup> 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.