

# 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

#### Admission Requirements:

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

COURSE	TITLE	S.H.
Choose Five (5) from the following:		15
EDAD 6901	Instructional Leadership Beyond the Classroom	
EDAD 6903	Building Capacity of Adult Learners	
EDAD 6905	Culturally Responsive Teaching and Learning	
EDAD 6906	Data-Coaching and Decision Making	
EDAD 6947	School Building Operations and Management	
EDAD 6949	Legal and Ethical Issues in Public Administration	
EDAD 6952	School Finance and Budget Planning Processes	
EDAD 6954	Community Engagement and Collaborative Partnerships	
EDAD 7012	Technology Leadership and Organizational Change	
EDAD 7018	School Discipline and Student Support Services: Policies, Programs and Prevention Strategies	
EDAD 8131	Social Emotional Wellness for Wounded Students from a Leadership Perspective	
TCED 6932	Action Research in Urban and Rural Education	
TCED 6933	Brain Based Teaching and Learning	
TCED 6936	Curriculum, Assessment, and Instruction to Improve Learning	
TCED 6943	STEM Integration in the P-12 Classroom	
TCED 6945	STEM Leadership	

TERG 6923	Literacy and Phonics Instruction	
TERG 6924	Content Literacy	
Clinical Requirement (Must Take)		3
EDAD 7040	Clinical Practice for the Administrative Specialist	
Total Hours		18

### 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