

June 3, 2023

We welcome your interest in Columbus State University's online Educational Specialist (Ed. S.) in Educational Leadership program. Our program is for individuals who hold an undergraduate degree, a Master's degree, a teaching certificate, have three years of teaching experience, and are working in a P-12 system in a paid Tier I position. *If you already have an EdS degree, you will need to enter the Tier II Certification Add-on Program.

This Ed.S. degree qualifies the successful candidate for Tier II certification once all GA Professional Standards Commission requirements (GACE PASL, etc.) are met. These leadership positions include the P-12 school level position of principal and other leadership positions which require an administrator to supervise other administrators above the level of assistant principal along with other Tier I leadership positions (i.e. some academic/instructional coaches). **In order to pursue this degree, the student must hold a Tier I certification, be paid on that Tier I certificate, and be recommended by a Superintendent or his/her designee.** At present, earning the degree *does not* lead to a pay increase in the state of Georgia but is required for administrators who serve in positions as outlined above.

Courses in the Educational Specialist Degree in Educational Leadership program are designed to prepare system-level leaders who can effectively address district-level educational issues by appropriately applying theory and research-based practices. Program candidates will build knowledge about the functions of high achieving school districts in areas such as curriculum, instruction, management, personnel, finance, school law, and public relations, as well as how the interaction of these areas at the district-level ultimately contributes to student achievement. It is expected that candidates who successfully complete the Ed.S. in Educational Leadership will be committed to improving student achievement and occupy key leadership positions in Georgia school systems. The program is designed for you to complete the degree in three semesters (approx. 12 months) if you follow the program sequence.

(The ADD-ON certification to a previous EdS degree is 18 credit hours and takes three semesters.)

The following are frequently asked questions (FAQs):

1. How long is the program?
 - a. The program lasts approximately 12 months, or 3 semesters. *If POS is followed.
2. What is the difference between a Tier I and a Tier II Leadership certification?
 - a. Tier I is an "entry-level" leadership position such as an assistant principal and, in some systems, an academic/instructional coach. With this certification, you would not be supervising/evaluating other principals or assistant principals.
 - b. Tier II certifies you to serve in a leadership position where you supervise and evaluate other principals or assistant principals. This certification also is for those central office positions in which you supervise/evaluate other principals.
 - c. **In order to pursue a Tier II certification, you must have a Tier I leadership certification. This is a PSC requirement.**
3. What is the format of the program?
 - a. All Ed. S. courses are offered online. There are no face-face courses. However, some professors may offer online (synchronous) classes at some time during the semester.

4. Do I need a mentor?
 - a. Yes, you do need a mentor who will work with you during your 3 semesters of residency.
 - b. Your mentor must hold a Tier II certification at the EdS or EdD levels.
5. What is the role of the mentor?
 - a. Candidates are required to work within their system with a university instructor and an on-site leadership certified mentor guiding the student in administrative roles and actively involving them in leadership activities. Program faculty guides the learning process and administers key assessments through the degree program. University instructors assess and candidates self-assess the impact of their professional practices on student learning. Required residency artifacts reflect the competencies addressed on the PASL.
6. When is the application deadline?
 - a. Check online
7. When do classes begin? We have an entry point in each of the three semesters.
 - a. Check online.

Thank you for your interest in Columbus State University's performance-based educational leadership program. For more information, please contact: Dr. Dana Griggs, program coordinator at griggs_dana@columbusstate.edu.

Sincerely,

Dr. Dana Griggs, Program Coordinator
Educational Leadership

Program Sequence and Alignment to Standards

GELS – Georgia Educational Leadership Standards

LKES – Leadership Keys Effectiveness System

PSELS – Professional Standards for Educational Leaders

TSSA – Technology Standards for School Administrators

Tier II EdS Program

Fall:

EDUL 7201 Planning for Continuous School and System Improvement

EDUL 7202 Leadership Fundamentals for Team Building and Communication

EDUL 7214 Facilitative Leadership: Shaping School and System Culture

EDUL 7691 Supervised Residency A (1 credit hour)

Spring:

EDUL 7203 Data Driven Strategies for Developing Professional Learning Communities

EDUL 7204 Enhancing Instructional Capacities for the Learning Community

EDUL 7213 Cultural Congruence in a Multicultural Society

EDUL 7692 Supervised Residency B (1 credit hour)

Summer:

EDUL 7211 Legal and Constitutional Issues in American School Law

EDUL 7212 Managing Resources for Schools and Systems

EDUL 8000 Elective*

EDUL 7693 Supervised Residency C (1 credit hour)

***8000 Elective can be taken during any semester.**

Grey highlighted courses are not included in the Tier II Certification Only Add-on

++ Georgia Ethics for Educational Leadership Assessment

1.

All applicants to the Educational Leadership Program should take the **Ethics Exam (380)** prior to becoming enrolled in any Tier I program.

Any candidate who took the exam for their Tier I program **will not need to take it again** for the Tier II Program.

For more information about the tests themselves, go to:

http://gace.ets.org/ethics/about/educational_leadership

The final state exam for the Tier II program is the submission of the PASL.

**Columbus State University College of Education and Health Occupations
Department of Educational Leadership
Performance-Based TIER II Certification
Educational Leadership**

Superintendent's Endorsement for Application to Program

To be Completed by Candidate Applicant:

Candidate's Name (Print): _____
Last First M.I.

Candidate's CSU ID# _____

School System: _____ School Name: _____

To be Completed by Referring School System:

The above candidate applicant has the district and school support to enter the Performance-Based TIER II Educational Leadership Certification Program at Columbus State University. The school and system will participate in the program as outlined in the *Columbus State University College of Education and Health Professions Agreement for Professional Laboratory Experiences; section F*.

Candidate's current leadership position: _____

Years of teaching experience: _____ Years of leadership experience: _____

Candidate Signature

Date

Principal or Central Office Supervisor (Print)

Signature of Principal or Central Office Supervisor & Date

Superintendent or Central Office Designee (Print)

Signature of Superintendent or Designee & Date

**For applications to be complete, this form must be returned to the Office of Graduate Admissions.
Forms can be faxed: (706) 568-2462; emailed: data_entry@columbusstate.edu or mailed to:**

**Columbus State University
Office of Admissions
Columbus State University
4225 University Avenue
Columbus, GA 31907**

Please provide a copy of this completed form to the Candidate

Columbus State University College of Education and Health Occupations
Department of Educational Leadership
District/School TIER II Mentor Agreement

Candidate's Name (Print) : _____

Candidate's CSU ID#: _____

Place of Employment: _____ School District: _____

Candidate's Leadership Position in School: _____

The *Performance-Based Educational Leadership Certification Program* complies with the Professional Standards Commission requirements for developing educational leaders.

District Commitment:

Leader Candidates accepted into the Performance-Based Educational Leadership Certification Program must have a commitment from the system and building level to provide support as indicated in the University/School System Partnership for the Development of Educational Leaders. Each candidate's residency will be supervised by a Leader Candidate Support Team (LCST) comprised of the candidate, the university supervisor, a trained and qualified coach provided by the university, and a mentor from the building or system level. District approval of the mentor is required.

District/School Mentor Commitment:

The mentor is a supervisor/building administrator or system designee who provides guidance, knowledge, opportunities to lead, and advice on an ongoing and regular basis throughout the program of study. The mentor serves as a member of the Leader Candidate Support Team that oversees the development and evaluation of the candidate's performance. The team will meet every semester during the residency period to create with the candidate the Individual Induction Plan, establish observation experiences, evaluate progress and establish areas of need, and determine if the residency requirements have been satisfactorily met. The mentor will provide 8-12 hours of support per semester by guiding the Leader Candidate in applying the knowledge and skills specified in the Induction Plan and by observing the candidate's performance and providing feedback.

Leader Candidate Responsibility:

The candidate is required to obtain an agreement from a supervisor/building administrator or system designee to serve as mentor and fulfill the responsibilities outlined above.

Name of Candidate (Print)

Signature of Candidate and Date

Name of Mentor (Print)

Signature of Mentor and Date

Mentor's Teaching Certificate #

Name of Superintendent or Central Office Designee (Print)

Signature of Superintendent or C.O. Designee and Date

For applications to be complete, this form must be returned to the Office of Graduate Admissions.

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Columbus State University
Office of Admissions
Columbus State University
4225 University Avenue
Columbus, GA 31907

Please provide a copy of this completed form to the Candidate

LETTER OF RECOMMENDATION (2 required)
For Admission to Graduate Studies
Educational Leadership TIER II Program
College of Education & Health Professions
Columbus State University

TO BE COMPLETED BY THE APPLICANT (print legibly)

Applicant's Name: _____ CSU ID# 909 _____

Address: _____

Telephone Number: _____ Email: _____

School and District employed: _____ City & State _____

Educational Objective: (check one)

Degree: _____ EDS. _____ EDS. add-on (non-degree)

Major/Area of Study: EDUCATIONAL LEADERSHIP TIER II

Semester you are applying: Fall / Spring / Summer 20__ (year)

Please Email, Fax, or mail to: Graduate Admissions, Columbus State University
4225 University Avenue, Columbus, GA 31907
Email: data_entry@columbusstate.edu
Fax # 706-568-2462

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the referee will be advised of your choice.

Confidential file. I grant permission for this letter of recommendation to be held confidential by Columbus State University

Open file. I retain the choice of having letters of reference available to me

Signature of Applicant

TO BE COMPLETED BY REFEREE

You may wish to make additional comments by letter. If so, please attach your letter to this form so that the department may identify the applicant's choice with respect to the right of access under the Family Educational Rights and Privacy Act. Please note that while the applicant may have waived his/her right of access under the Family Educational Rights and Privacy Act, in some circumstances this letter may be subject to disclosure under the provisions of the Georgia Open Records Act.

Please email, Fax, or mail this recommendation directly to the address/number as noted above.

1. Knowledge of Applicant: Code: LETR

Approximately how long have you know this applicant? _____

How well do you feel you know the applicant? Casually ____ Well ____ Very Well ____

What was the nature of your contact(s) with the applicant?

__ Colleague __ Major Advisor __ Employer __ Other (Specify) _____

2. Evaluation: In comparison with other leadership candidates who have the same amount of experience and training, I rate this person as follows:

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable To Rate
Knowledge in subject of proposed study					
Ability to grasp new concepts					
Originality, Intellectual creativity					
Mathematical and logical thought					
Written expression					
Oral expression					
Human Relation Skills					
Perseverance toward goals					
Ethical Dispositions					
Potential as an educational leader					

3. Recommendation: Considering this applicant's academic records, special abilities, ambition, and determination, please indicate your recommendation:

Recommend strongly

Recommend with reservation

Recommend

Cannot recommend

4. Additional Comments: Please add or attach any comments which you feel will assist in evaluating the applicant's potential to pursue graduate study.

Name of Referee (please print): _____ Date _____

Signature: _____

Title: _____ Organization: _____

City, state, zip code: _____

Phone number (optional): (____) _____ Email: _____