

January 1, 2025

Thank you for your interest in Columbus State University's online Educational Specialist (Ed. S.) in Educational Leadership program. Our full degree 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 Ed.S. degree, you will need to enter our 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. Please contact your school district Human Resources director for pay increase information.

- 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. This program **REQUIRES** a residency with an administrator certified in Educational Leadership and currently leading a school or serving as a school district administrator as your Mentor. His/her leadership certificate number is required by the GA Professional Standards Commission as part of your application for leadership certification. A mentor must be obtained **BEFORE** applying for the leadership program, and the *Teaching Experience Verification and Mentor Form* (use hyperlink below) must be submitted. Please use the following CSU Admissions link:

[Tier II Educational Leadership Administrative Verification and Mentor Agreement Form](#)

You cannot complete the program or become certified without a current licensed administrative mentor.

(The ADD-ON certification to a previous Ed.S. 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?

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- 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. 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 Ed.S. or Ed.D. 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.

The Application Process

Please submit ALL of the following to the CSU Admissions office after completing the online application at <https://www.columbusstate.edu/admissions/graduate/>. Make sure that your name is legibly and correctly printed on all forms. If there is not a way to attach them, you can also email them to: data_entry@columbusstate.edu

NOTE: All correspondence with you from admissions and this program will be through your CSU email, not your personal email. You’ll be issued the CSU email from admissions once you apply. You will also be issued a CSU ID# (it will begin with 909) and need to include it on all correspondence and forms with admissions. (This ensures that your forms go to you and not to someone else with your name.)

- Submit ALL *official* transcripts to the admissions office – e transcripts are encouraged (your personal copy-doesn’t count as official)
- Submit 2 appropriate letters of reference - At least one letter of reference should be from a building level administrator or a system level administrator. Additional references may be provided if desired. (Utilize the online “Letter of Recommendation Form” provided). [CSU Educational Leadership Online Reference Form](#)

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- Use the following online form to submit your ***Teaching Experience Verification and Mentor form***. [Tier II Educational Leadership Administrative Verification and Mentor Agreement Form](#)
 - Submit ***Certificate of Immunization***; fill out only the basic student information and the online EXEMPTION, sign, and submit. (See CSU Admissions webpage - [Forms - Columbus State University](#))
 - Proof of Lawful Presence in the United States (See Admissions webpage - [Forms - Columbus State University](#))
 - A copy of your current clear renewable teaching certificate (& possibly a criminal background check*)
 - A copy of your Completion Certificate from the Ga Ethics Educational Leadership Assessment (380)
 - Resume
 - Admissions fee required

Acceptance into the Graduate School of CSU

- All required application documents are submitted to CSU's Admissions Office.
- The candidate is informed of acceptance to The Graduate School by the Admissions Office. Acceptance into the Leadership program is separate (see below.)

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

Sincerely,

Dr. Chris LeMieux, 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 **Georgia Ethics Exam for Educational Leaders** 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.