



## Educator Preparation Program Guide for Students

# **EDUCATIONAL ADMINISTRATION**

University of Massachusetts Amherst

### **Brief Program Description**

The Department of Educational Policy, Research and Administration offers a licensure program in Educational Administration leading to licensure as assistant principal/principal (PreK-6, 5-8, 9-12). The licensure program aims to provide the leadership and administrative skills necessary to deal with complex organizations; to provide insight into the design and development of new organizational structures and processes that foster the growth and development of the children and adults who are served by the school and school district; to enrich and enlarge the perspectives which administrators bring to their work and relations with others; to provide educational administrators with the knowledge and skills to better understand the social forces which affect schools and schooling; and to deepen understanding of basic issues which relate to the future of American education.

### **Who May Apply**

In general, the licensure program encourages applicants who are dedicated to the pursuit of quality and equity in education. We welcome experienced educators with strong interpersonal and communication skills and who are willing to be challenged.

The licensure program can be a component of the Master's of Education Degree, Certificate of Advanced Graduate Study (C.A.G.S.), and the Doctoral of Education Degree Programs. Licensure is available to all graduate students in the School of Education by application.

### **Getting Started**

Applicants to the licensure programs must possess a valid Massachusetts educator's license or the equivalent and have taught for three years at the school level covered by the license. Applicants to the Assistant Superintendent/Superintendent licensure program must possess a valid principal's certificate as well as completed graduate level courses in curriculum, staff development, supervision, school finance, and school law.

### **Admission Process**

Students enroll in the licensure program by application for admission into a Master's, C.A.G.S., or Doctoral program offered by the School of Education or on-line at: <http://www.umass.edu/gradschool>. Application deadline is January 15<sup>th</sup>. Through this route, the student provides an application to the desired academic unit as well as an enrollment form to the Office of the Coordinator of Educational Administration. Candidates may obtain applications from the School of Education. Applicants are evaluated on the basis of a well-written statement of interest, record of experience, references, and transcripts.

The department also serves non-degree students who are pursuing the alternative licensure for Supervisor/Director or Assistant Superintendent/Superintendent through the Massachusetts DOE Review Board. Interested individuals should contact the Coordinator of Educational Administration.

### **Program of Study**

The licensure program is a set of courses and field experiences. Students complete coursework in the areas of administration, curriculum, law, school finance, educational and policy change, and personnel administration covering the competencies required for the particular license sought, generally followed by a supervised internship or practicum in a role appropriate to the licensure area. Students in the Assistant Principal/Principal licensure program will be required to take 36 credits of coursework including the six-credit (300 hours) internship or practicum.

### **Counseling and Advising Procedures**

Most students enrolled in the administrator licensure program are also enrolled in a degree program. A few students enroll in specific courses as non-degree students. Upon entering a degree program, students are assigned a faculty advisor who meets regularly with the student to discuss his/her program. In addition, early in the program, students should meet with their advisor to become fully knowledgeable about program requirements, waiver and substitution procedures, and early identification of internship sites. Information about licensure and degree requirements is transmitted to students through the program brochures and guidelines document, the University Graduate School Catalog, the School of Education degree requirement information, and by individual faculty members.

### **Career Opportunities**

Students completing the licensure program move into positions of administrative responsibility in schools. There is an increasing demand for qualified applicants to fill such positions. Licensure faculty are available as resources and are supportive of students as they seek new administrative positions.

### **Special Notes about this Program**

All students in the licensure program are required to take the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL) early in their course of study.

There may be occasions when students may waive or substitute certain program requirements where appropriate. Students may be able to obtain waivers, substitutions, or up to 6 credits for previous coursework or work experience. It should be noted that the requirement to complete an internship cannot be waived. It should also be noted that

credit toward a degree is not awarded for waived courses. Students requesting a course waiver or substitution should speak with their advisor about the procedure.

**For more information or program brochure, please contact:**

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## LICENSURE INFORMATION AND STUDENT SUPPORT SERVICES

**Massachusetts Tests for Educator Licensure (MTEL):** The MTEL is required for licensure by the Department of Education of the Commonwealth of Massachusetts. The test has two parts: the Communication and Literacy Skills (C&LS) test and the Subject area test(s). The University's policy is that:

- Undergraduates must achieve a passing score on the C&LS test as a pre-requisite for admission.
- Post-baccalaureate and graduate students must achieve a passing score on the C&LS test in their first semester of study.
- All students must pass the Subject test(s) (if one has been developed for that licensure field) before enrolling in the practicum.

**Licensure Application Process:** The Educator Licensure Office (ELO) in the School of Education coordinates the licensure application process for all University Educator Preparation program students who have completed all licensing requirements. The ELO provides information to guide students in using the Electronic Licensure and Recruitment system (ELAR), a system in which students apply for educator licenses online. The ELAR system requires a student to apply for his/her license online (including the payment of license fees) and send an official copy of his/her transcript to the ELO in Room 130 Furcolo Hall (being sure that the transcript includes the "Institutional Recommendation for Educator Licensure"). After individuals have applied online, the ELO endorses/recommends candidates for licensure via ELAR. The University Licensure Officer also assists students in completing applications for licensure in other states, as necessary.

**Career and Job Search Assistance:** The School of Education, in collaboration with Career Services, sponsors a Job Fair for prospective educators. The Job Fair draws school districts from Massachusetts, Connecticut, Vermont and New Hampshire. In addition, Career Services provides information and registration for the Massachusetts Educational Recruiting Consortium (MERC), a recruitment fair attended by school districts from across the nation.

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