

The Specialist in Educational Administration Program is a nationally and state accredited program whose graduates are highly sought after by school districts. Graduates of the Administration program find employment, pass the state administrator certification exam, and qualify for state certification.

The Specialist in Administration is a 30-hour Online Degree focused on four curriculum themes:

- School Improvement
- Management and Operations
- Instructional Leadership
- Culture and Change

The innovative curriculum is designed and taught in eight-week sessions with a six-hour internship conducted in the student's school district.

Scholarships and graduate assistantships are available for both 1st year and 2nd year graduate students.

Specialist in Administration Students will...

- Complete 30 hours of specialist level courses in 5 semesters
- Complete internship experience in your district
- Participate in an innovative project-based learning curriculum
- Engage in productive learning relationships with students from a variety of districts
- Become transformative leaders who develop high quality programs to inspire, empower and prepare students to succeed.
- Meet Missouri administrator certification requirements

Career Planning

The Specialist in Educational Administration Program prepares students to work in administrative roles in schools and school districts as superintendents, career principals and career special education directors. The Educational Administration Program also prepares students for non-certificated administration roles such as director of curriculum, director of finance, and director of transportation. Test Prep for the Missouri certification exam is built into the program.

Admission Requirements

1. A graduate GPA of 3.5 on a 4 point scale
2. A master's degree (if not in Educational Administration prerequisites will apply)
3. A valid teaching certificate

Cooperative Doctoral Program with the University of Missouri

For students who are admitted to the cooperative doctoral program with the University of Missouri, the course requirements for the Specialist degree can be modified to combine course work from the Specialist degree program at Southeast Missouri State University with course work at the beginning of the doctoral program to obtain superintendency certification. The program requirements are:

- Admitted to the Ed.D. program at MU
- Admitted to the Specialist in Administration at Southeast
- Complete 24 hours of specialist coursework
- Complete the first year of coursework in the Doctoral program

Once the above requirements are met, Southeast will grant a specialist degree. For the purposes of administrator certification, Missouri requires a specialist degree. Missouri does not grant superintendent or other advanced administrator certification based on the Doctoral degree.

The Specialist in Educational Administration Program fulfills the requirements for the following certifications:

- Superintendent**
- Elementary Career Principal**
- Secondary Career Principal**
- Career Specialist Education Director**

The Specialist in Educational Administration Program is designed to meet Missouri standards for certification. Students seeking certification in other states should contact their state department of education.

Specialist: Educational Administration (Ed.S.)

This is a guide based on the 2018-2019 Graduate Bulletin and is subject to change. The degree program is designed to be completed in five semesters including summer. Students should contact an academic advisor each semester and use Degree Works to monitor their progress. Students may begin the degree during any semester.

CURRICULUM GUIDE

Program Plan for Specialist/Superintendent/Advanced Principal and Career Special Education Director

Required Courses – 30 hours plus prerequisites

Required Core Courses

All of the following courses are required. It is your responsibility to determine when these courses are offered and register before published deadlines.

- __ EA707 Personnel Management (3)
- __ EA709 Leadership and Communications (3)
- __ EA710 School District Administration (3)
- __ EA737 Administration of Curriculum (3)
- __ EA743 Data for Continuous Improvement (3)
- __ EA755 School District Law (3)
- __ EA756 Financial Management and Leadership (3)
- __ EA760 Internship I: Specialist Level (3)
- __ EA761 Internship II: Specialist Level (3)
- __ EA785 School Plant Planning and Operation (3)

Prerequisite courses or equivalent: 0-33 hours

NOTE: All prerequisites must be completed before any 700 level classes. Prerequisites are the courses required for principal certification.

- __ EX390 Psychology and Education of the Exceptional Child
- __ EA625 Foundations of Educational Administration
- __ EA630 Elementary Administration
- OR
- __ EA635 Secondary Administration
- __ EA634 Supervision
- __ EA653 Curriculum for Educational Leaders
- __ EA646 & 656 Elementary Internship I & Internship II
- OR
- __ EA647 & EA657 Secondary Internship I & Internship II
- __ EA651 School Law
- __ EA655 School Business/Facilities Management/Public Relations
- __ EA660 Administration and Supervision of Special Education
- __ GR691 Methods of Research

Superintendent Certificate: Take all courses listed above including internships.

Career Principal Certificate: May waive internship courses (EA760 and EA761) with one year of experience as principal. Take EA716 and EA722 instead

Career Special Education Director Certificate: May waive internship courses: EA760 and EA761 with one year of experience as special education director. Take EA716 and EA722 instead.

The degree requirements in Educational Administration are based on (1) the Professional Standards for Educational Leaders (PSEL), (2) the National Education Leadership Preparation standards (NELP), and (3) the Missouri Leaders Standards.

Sample Rotation

Semester 1

- EA710 Leading District Improvement
- EA707 Personnel Mgmt.

Semester 2

- EA755 Ethics, Law & Policy
- EA756 Financial Mgmt. and Leadership

Semester 3

- EA709 Leadership and Communication
- EA737 Administration of Curriculum

Semester 4

- EA785 School Plant Planning and Operation
- EA760 Internship I: Specialist

Semester 5

- EA743 Data for Continuous Improvement
- EA761 Internship II: Specialist

Degree Requirements

The Specialist degree in School Administration is a 30-hour program that prepares candidates for certification as a superintendent (K-12), career principal (K-8/7-12), and career special education director (K-12). For students entering the program with a masters' degree in school administration, only the 30 hours of core courses are required, and the program can be completed in five semesters including the summer. All courses are taught online with the 6 hours of internship conducted in the student's school district.

For students who enter the program with a masters' degree other than school administration, the advisor will determine the required prerequisite courses. All 600 level prerequisite courses can be taken online. For initial principal certification, Missouri requires a degree in administration. This means that a student must complete the prerequisites and the specialist degree before applying for the initial principal certificate.

Students who have one year of experience as a building level principal or special education director and do not desire the superintendent certificate may opt out of the internship. They would substitute two other courses for the 6 hours of credit. Students should discuss this option with their advisor.