



KALMANOVITZ
SCHOOL OF
EDUCATION

EDUCATIONAL LEADERSHIP PROGRAM

- **Preliminary Administrative Services Credential (Tier I)**
- **Master's Degree in Educational Administration**

“Show me a good school and I’ll show you a good principal,” asserts Roland Barth, founding director of the Principals’ Center at Harvard. At the heart of school reform is the leadership that enables teachers and students to thrive. The vision of the Tier I/Educational Leadership Program at the Kalmanovitz School of Education (KSOE) is to prepare future school leaders to meet the enormous challenges of leading schools in the 21st century.



Founded in 1977, our program has trained hundreds of educational administrators who are serving throughout California and other areas. While its content and the structure have changed through the years, its orientation has remained the same. We strive to teach emerging school leaders how to integrate theory and current research into effective school leadership. We are working to prepare a new generation of leaders who will work to improve student learning so that every child can be successful.

The Tier I/Educational Leadership Program is organized in a cohort structure that leverages group support for progress toward program completion and is attuned to the learning styles of adults. Classes are normally offered on Saturdays and schedules are flexible to accommodate working students. The format includes online class discussions and is aligned to the latest Standards for California School Administrators.

The program’s faculty have demonstrated their skill, courage and vision in their work as leaders in public and private school systems. The close working relationships between the faculty and the candidates are also a hallmark of the program. This relationship supports

LEADERSHIP

the guiding maxim of Saint Mary's College that, "It is the student who is the center of the educational endeavor." After completing their Tier I credential, graduates may go on to earn a Master's Degree in Educational Administration. Once the Master's is completed, the KSOE also offers a Doctorate in Educational Leadership for those who wish to continue their journey.

Note: The State of California requires that, in addition to completing all 24 units of Tier I coursework, the Tier I candidate must possess a valid preliminary teaching or services credential as well as a minimum of 3 years of service in a public or private school.

When all required Administrative Credential courses are completed with a satisfactory final grade, the candidate becomes eligible to be recommended to receive a certificate which authorizes her or him to work as a school administrator in California.

Administrative Credential Courses (Semesters I & II)	Units
Employee Management and Supervision	3
Leading Curriculum and Instruction	3
Introduction to Educational Leadership and Administration	3
Research to Lead an Educational Community	1
Budgets, Resources and Facilities, Schedules	2
Education Law, Regulations and Policy	3
Special Needs Students: Leading and Managing Programs	2
Supervised Field Experience in Administration (one semester and a Summer)	3
Technology in Leading and Managing (Jan/Intersession)	1
Executive Communication Skills for Educators (Summer)	3

Master's Degree Courses (Semesters III & IV)	Units
Research Seminar I	3
Special Studies Seminar	1
Research Seminar II	3
Thesis or Synthesis Project	3

Admissions

You will not be able to file for your credential and/or your Master's degree until all required documents are in your file. Any questions about those documents should be directed to the Educational Leadership Program Assistant.

The following documents are required:

- Application and fee. Apply online at www.stmarys-ca.edu/soe-apply.
- Statement of professional goals.
- Two official transcripts from each college or university where you received either a degree or a credential.



- Photocopies of all credentials you hold.
- Three current letters of recommendation (one from your current site administrator).
- An original CBEST Transcript Copy Card for Preliminary Administrative Credential candidates (CBEST examination only required for those seeking a California credential).
- Evidence of health insurance (or a signed waiver) and results of a tuberculin test (within the last four years).
- An interview with the program director (or designee).

Transfer Credits

Saint Mary's College of California will accept a maximum of six (6) transfer credits to be used toward the completion of the Tier I Administrative Services Credential or Master's degree.

- The following requirements must be met prior to approval of transfer credit:
- The course(s) must have been taken within the last five years.
- The course(s) may not have been previously applied toward another credential or degree.

The course(s) must plausibly lead to development of administrative skills.

Note: Candidate situations are unique and may require additional assistance from the appropriate advisor. Questions regarding outside credit requirements should be directed to the program director.

“The Kalmanovitz School of Education at SMC is exactly what you need in a professional graduate school: a balance between theory, research, and actual on-the-ground, day-to-day practical experience. The instructors are practicing administrators with extensive experience and tremendous backgrounds, which gives a great deal of credibility and coherence to the programs. Overall — an excellent experience with lots of intellectual interchange.”

- Abe Doctolero, Tier I Administrative Credential/Masters of Educational Leadership Program Graduate; Director, Curriculum & Instruction, Contra Costa County Office of Education



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Kalmanovitz School of Education at Saint Mary's College of California

INCLUSIVE, GLOBAL, TRANSFORMATIVE

Here at the Kalmanovitz School of Education at Saint Mary's, we are guided by the Lasallian tradition: "Enter to Learn, Leave to Serve." Our faculty is committed to the core principles of social justice, quality education and inclusive community, emphasizing the skills of critical thinking, precise communication and creative problem-solving. We offer challenging opportunities for students to experience professional practice.

Our students are:

- Challenged by a curriculum that integrates research-based practices with opportunities for experience in professional settings.
- Guided by an interdisciplinary faculty who excel in teaching, scholarship and service.
- Supported by a staff attuned to the unique needs of active professionals.
- Networked with a cohort of peers who bring diverse perspectives to the exploration of real-world problems.
- Transformed by learning experiences that emphasize inquiry, reflection, ethical values and social justice.

The Kalmanovitz School of Education is fully accredited by the Western Association of Schools and Colleges and offers well-respected credential programs approved by the California Commission on Teacher Credentialing (CTC) and the American Montessori Society. The Master of Arts Degree in Counseling with an emphasis in School Counseling (K-12) or School Psychology (3 yrs-12th grade) fulfills the requirements for the California Pupil Personnel Services (PPS) Credential. The College is a member of the California Council on the Education of Teachers and the American Association of Colleges for Teacher Education.

Financial Aid & Scholarships

The Financial Aid process begins by filing a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov (Saint Mary's College Title IV code is #001302). Prospective students should also complete a Saint Mary's Financial Aid application, available on Saint Mary's website. To ensure maximum consideration for all programs, students are asked to contact the Financial Aid Office at (925) 631-4370, or the Kalmanovitz School of Education at (925) 631-4149 with any questions.

In the spring, Kalmanovitz School of Education students (except for those in already discounted programs) have the opportunity to apply for scholarships distributed by the school. Students are encouraged to research and apply for other scholarships that may be available through outside organizations or entities.

The federal government has implemented a Public Service Loan Forgiveness program for anyone working in the public sector. For more information, go to www.ibr.org.