

Master of Education: Educational Leadership - Building Administrator

Degree Type

Master of Education

Program Description

36 semester credits required: Fully online.

This major is designed for those seeking formal educational leadership roles such as building-level principals, assistant principals, curriculum directors, or instructional team leaders. The program emphasizes the administrator as an instructional leader. Skills appropriate to goal setting and maximizing human potential, the unique aspects of an organizational structure, and the management tasks of an administrator are identified. The major is offered utilizing a cohort model, and schedules are designed to allow the educator to complete a master's degree while teaching full time. The Building Administrator emphasis takes approximately 21 months, including the 9-month internship.

A significant expectation is that each student will identify a specific topic or problem of interest and will work on a project related to such topic. The student will also complete a 9-month (2 semester) administrative internship in a school setting. The internship experience should include participation in a maximum number of meaningful experiences related to the principal's role. A minimum of 400 clock hours is required. Students will complete a variety of tasks and duties typical of a building level principal under the supervision of an experienced principal. The internship assignment must be approved by the school district and the NNU program director. In the last semester, each student will enroll in EDUC7596IIB Building Administrator Internship Portfolio Binder (0-1) credits where they will upload their artifacts of learning.

The program is in a fully online format with some courses scheduling synchronous video class sessions. We encourage students to attend these "live" sessions as they are available. Archived recorded sessions may be available for review.

Successful completion qualifies the graduate for recommendation to the State of Idaho for a Pre-K-12 Principal endorsement on an Idaho Administrator Certificate. NOTE: An Institutional Recommendation (IR) is only valid for two years after completion of the degree. Therefore, the student should apply for a certificate revision or renewal within that time frame.

It is the student's responsibility to submit the appropriate paperwork and fees to the Idaho State Department of Education for obtaining certifications and endorsements in Idaho. Current forms and information are available from the ISDE website. Students should check the Internet and other sources for specific requirements for certification in other states.

Every Educational Leadership student will be registered for the approved accreditation and assessment software, Portfolium, during EDUC8000 Orientation: Graduate Education. There is a fee associated with this course to cover the cost of the student Portfolium account.

Required Courses for M.Ed. Educational Leadership - Building Administrator (Online):

Item #	Title	Credits
EDUC8000	Orientation: Graduate Education	0
EDUC7511	The Learning Process	3
EDUC7553	Curriculum, Assessment, and Collaboration	3
EDUC7554	Innovative Instruction	3
EDUC7555	Mixed Methods Research	3
EDUC7556	Conceptual Statistics and Applications for Educators	3
EDUC7566	Educational Values	1
EDUC7575	Legal and Financial Issues in Education	3
EDUC7579	Special Education Law for Administrators	2
EDUC7581	Instructional Supervision and Leadership	3
EDUC7584	Data Driven Decision-Making	3
EDUC7585	Administering Human Resources	3
	EDUC7596III The Principalship/Internship in School Principalship (two semesters)	6
EDUC7596P	Principal Portfolio	0-1

Admission Requirements - M.Ed. Educational Leadership - Building Administrator

1. A baccalaureate degree from a regionally-accredited college or university.
2. A cumulative GPA of 3.0 in the baccalaureate program.
3. Certification/Licensure as a classroom teacher, school counselor, or school psychologist, based on a recommendation from a state-approved higher education preparation program.
4. Have four (4) years of full-time certificated/licensed experience working with students while under contract in an accredited school setting before degree completion.
5. Approval by the Graduate Education Admissions Committee.

The Graduate Education Admissions Committee may approve exceptions to regular admission requirements.

Application Requirements - M.Ed. Educational Leadership - Building Administrator

All applicants to the program are responsible for familiarity with Idaho Code Section 33-1208; no person convicted of a felony or who would otherwise be denied certification or have certification revoked under Idaho Code 33-1208 will be admitted to the Building Administrator program.

The following requirements must be received by Admissions a minimum of one week before classes start, and are online, mailed or emailed as indicated. For mail: Northwest Nazarene University, Attention Graduate Admissions, 623 S. University Boulevard, Nampa, ID, 83686. For email: gps@nnu.edu. Transcripts can be received through email if sent from an accepted digital credentialing service, such as Parchment or the National Student Clearinghouse.

1. Online: application and \$50 non-refundable application fee.
2. Mail, or email from a digital service: official transcripts from the regionally accredited institution(s) where candidate received a bachelor's degree. (We do not accept faxed transcripts.)
3. Email or mail: a copy of candidate's teaching certificate.
4. Online: two recommendation forms completed by professional colleagues.
5. Online: an Educational Leadership Evaluation Form from the candidate's current building administrator. The online recommendation form and the online evaluation form must be completed by different individuals.
6. Online: evidence of writing competency through an essay or paper from previous coursework.

Graduation Requirements - M.Ed. Educational Leadership - Building Administrator

1. Credits must be earned in courses numbered 7000 or above. Continuing education courses and pass/fail courses (except those specified for degree completion) do not apply toward the degree. Exceptions for substitutions from other institutions may be approved by the program director.
2. Have four (4) years of full-time certificated/licensed experience working with students while under contract in an accredited school setting before degree completion.
3. The candidate must complete requirements as specified in the degree major. The degree must be completed within six years of beginning course work. If the degree is not completed within six years, the candidate must reapply to the program. Credits older than six years may need to be retaken.
4. The candidate must apply for graduation one full semester prior to anticipated degree completion. Deadlines: June 1 for Fall; October 15 for Spring; and January 15 for Summer.