

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 Educational Administration Program is designed for experienced teachers, school and district administrators who have a strong belief in continuous school improvement and a deep desire to become a transformational leader. Leaders who have a commitment to changing the lives of all students through engaging in a high quality rigorous program of study focused on continuous school improvement will be successful in the program.

The Specialist in Educational Administration Program 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. 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.

This is a guide based on the 2016-2017 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 DegreeWorks to monitor their progress. Students may begin the degree during any semester including the Spring.

CURRICULUM GUIDE

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

Required Courses – 30 hours plus prerequisites

Prerequisite courses or equivalent: 0-33 hours

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

- __EX 390 Psychology and Education of the Exceptional Child
- __EA 625 Foundations of Educational Administration
- __EA 630 Elementary Administration
- OR
- __EA 635 Secondary Administration
- __EA 634 Supervision
- __EA 653 Curriculum for Educational Leaders
- __EA 646 & 656 Elementary Internship I & Internship II
- OR
- __EA 647 & 657 Secondary Internship I & Internship II
- __GR 691 Methods of Research
- __EA 651 School Law
- __EA 655 Leadership for Effective School Operations
- __EA 660 Administration and Supervision of Special Education

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.

- __EA 707 Personnel Management (3 Hours)
- __EA 710 Leading District Improvement (3 Hours)
- __EA 760 Internship I (Field Experience) (3 Hours)
- __EA 761 Internship II (Field Experience) (3 Hours)
- __EA 737 Administration of Curriculum (3 Hours)
- __EA 756 Financial Management and Leadership (3 Hours)
- __EA 755 Ethics, Law, & Policy (3 Hours)
- __EA 785 School Plant Planning and Operation (3 Hours)
- __EA 743 Data for Continuous Improvement (3 Hours)
- __EA 709 Leadership and Communications (3 Hours)

Superintendent Certificate: Take all courses listed above including internships.

Career Principal Certificate: May waive internship courses (EA 760 and EA 761) with one year of experience as principal. Take EA 716 and EA 722 instead. If another level of principal certificate is desired, internships are required. Check with advisor.

Career Special Education Director Certificate: May waive internship courses: EA 760 and EA 761 with one year of experience as special education director. Take EA 716 and EA 722 instead.

The degree requirements in Educational Administration are based on (1) the Professional Standards for Educational Leaders (PSEL), (2) Educational Leadership Constituent Council (ELCC) standards, and the (3) Missouri Standards for Preparation of Educators (MoSPE).

Sample Rotation

Students beginning Summer 2016

- Summer 2017
 - EA 710 Leading District Improvement
 - EA 707 Personnel Management
- Fall 2017
 - EA 709 Leadership and Communications
 - EA 737 Administration of Curriculum
- Spring 2018
 - EA 743 Data for Continuous Improvement
 - EA 760 Internship I: Specialist
- Summer 2018
 - EA 755 Ethics, Law, & Policy
 - EA 756 Financial Mangt. And Leadership
- Fall 2018
 - EA 785 School Plant Planning
 - EA 761 Internship II: Specialist

Students beginning Fall 2016

- Fall 2017
 - EA 709 Leadership and Communications
 - EA 737 Administration of Curriculum
- Spring 2018
 - EA 710 Leading District Improvement
 - EA 707 Personnel Management
- Summer 2018
 - EA 755 Ethics, Law, & Policy
 - EA 756 Financial Mangt. And Leadership
- Fall 2018
 - EA 785 School Plant Planning
 - EA 760 Internship I: Specialist
- Spring 2019
 - EA 743 Data for Continuous Improvement
 - EA 761 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 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.