Superintendent’s Letter of Eligibility (08907)

The coursework and related experiences prepare the candidate to promote the success of all students by becoming a district level leader within the K-12 school system and the Intermediate Unit. “Leadership for Student Achievement” is the common thread throughout the program. Successful completion of the program and achievement of the qualifying score on the School Superintendent Assessment (SSA) 1021 or 6021 will lead to a recommendation for the Letter of Eligibility.

**Admission Requirements:** All admission materials should be sent to: School of Graduate Studies, 310 Scotland Road, Butterfield Hall, Edinboro, PA 16444 or via email gradstudies@edinboro.edu or fax 814-732-2611.
1. Complete the online graduate application (gradschool.edinboro.edu).
2. Application Fee: $30
3. Submit official transcripts verifying an earned baccalaureate and masters degree from and accredited institution (not needed if degree was earned at Edinboro).
4. Professional Administrative or Supervisory Certificate (not needed for PA certified teachers).
5. Six (6) years of satisfactory professionally certificated service of which three (3) of the six (6) years must have been in a certificated supervisory or administrative capacity.
6. Completion of Mentor and Essay form (attached).

**Application Deadline:** This program has rolling admissions. There is no guarantee that the School of Graduate Studies can process an application for admission less than six weeks prior to the semester start date to which enrollment is sought.

**Letter of Eligibility Curriculum:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDLR 796</td>
<td>The Superintendency</td>
<td>3</td>
</tr>
<tr>
<td>EDLR 797</td>
<td>Educational Technologies and Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EDLR 798</td>
<td>Strategic Planning and Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDLR 785</td>
<td>Personnel Leadership and Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>EDLR 799</td>
<td>Superintendent Internship</td>
<td>3</td>
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</tbody>
</table>

EDLR 716 Educational Leadership from a Global Perspective 3 credits
EDLR 731 School and Community Relations 3 credits
EDLR 741 Curriculum Leadership 3 credits
EDLR 765 Financial Aspects of Educational Leadership 3 credits
EDLR 775 Educational Leadership Theory and Practice 3 credits

Completion of the following courses is available during the academic year/summer sessions or the candidate may provide documentation of prior completion.

**Note:** Certification procedures in the Commonwealth of Pennsylvania require that the candidates must pass the Exam required by the Pennsylvania Department of Education before certification will be granted. Candidates seeking certification in another state shall follow the corresponding procedures required by the given state. Only international students who hold immigrant status, and have submitted a form of intent to become a citizen, are eligible to apply for PDE teacher certification.

**For More Information:** Questions about the application process should be directed to the School of Graduate Studies and Research Office at 814-732-2856 or toll-free 888-845-2890. Questions about the Letter of Eligibility Program should be directed to Dr. Michael Vetere: 814-732-1468 or mvetere@edinboro.edu.

**Office for Students with Disabilities:** For information or assistance regarding services, activities and facilities that are accessible to and usable by persons with a disability, contact Office for Students with Disabilities (OSD), at (814) 732-2462 t/tty. For additional information, visit the OSD web page.

**Financial Aid Considerations:** An academic year consists of Fall, Spring, and Summer. Graduate students taking graduate level courses may receive up to $20,500 in the Direct Unsubsidized Stafford Loan Program. Most students will use their Stafford loans during the 9 month period (Fall and Spring). Students will want to be mindful of their financial aid to allow for funding for 12 months if planning on enrolling during the Summer term. Students will have an option to apply for Graduate Plus loan or private loans if other funding has been exhausted. For more specific information, please contact the Financial Aid Office at (888) 611-2680 or finaid@edinboro.edu.
**Employer Reimbursement**: Non-traditional students who are working and taking classes on a part-time basis may have employer-paid education benefits. The purpose of the **employer tuition reimbursement agreement** is to allow employees who receive reimbursement to defer payment of their tuition and fees until after grades are available at the end of the semester.

**Veterans' Education Benefits** Information and printable forms regarding **Veterans' Education Benefits** and the **Montgomery GI Bill** are available at the Department of Veterans Affairs website, [http://www.gibill.va.gov/](http://www.gibill.va.gov/). After the Department of Veterans Affairs approves a student's eligibility, and after the school certifies the student's enrollment, benefits are paid directly to the student after the end of each month.

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*Edinboro University of Pennsylvania is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, sexual orientation and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.*

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact Ms. Valerie O. Hayes, J. D. Director of Social Equity, / University Title IX Coordinator, 207 Reeder Hall, 219 Meadville Street, Edinboro, PA 16444 (814-732-2167). Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights.

For information or assistance regarding services, activities and facilities that are accessible to and used by persons with a disability, contact [Office for Students with Disabilities](#) at the Crawford Center (814-732-2462 V/TTY).
Edinboro University
Educational Leadership Program – Superintendent’s Letter of Eligibility

Mentor Superintendent Identification and Recommendation

Name of Candidate: ____________________________________________________________

Name of Mentor Superintendent: ________________________________________________

Title of Mentor Superintendent: ________________________________________________

Signature of Mentor Superintendent: ____________________________________________

Mentor School District/Organization: ____________________________________________

Mentor Address: __________________________________________________________________

Mentor Phone: ______________________ E-Mail: ______________________________________

**Mentor Superintendent Directions:** Please rate the candidate’s potential for graduate study in the field of educational leadership by marking an X in the appropriate column. Please return completed form to candidate.

- **Accomplished**—Candidate shows superior evidence (This should be reserved for only the most exceptional candidate.)
- **Target**—Candidate shows expected evidence
- **Not ready**—Candidate has not demonstrated evidence of readiness for a graduate program in educational leadership

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<thead>
<tr>
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<th>Accomplished</th>
<th>Target</th>
<th>Not ready</th>
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<tbody>
<tr>
<td>Candidate demonstrates evidence of oral and written communication skills</td>
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<td>Candidate demonstrates evidence of commitment to professional growth</td>
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<td>Candidate has demonstrated evidence of leadership potential</td>
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<td>Candidate has had experience with diverse learners and/or community members</td>
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<td>Candidate demonstrates ability to use technology</td>
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<tr>
<td>Candidate demonstrates evidence of positive interpersonal skills</td>
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</table>
Please prepare an essay (500 word limit) reflecting your understanding of how educational leaders shape learning and your philosophy of promoting student achievement and success for all students. Please include the following statement at the end of your writing sample: "I, print your name, certify the writing sample I have submitted is my own work, reflecting my own thoughts; that no part is plagiarized, and I did not receive assistance in completing the writing sample." Follow with your signature and date.

Graduate Student Responsibility:

PLEASE SUBMIT MENTOR SUPERINTENDENT IDENTIFICATION AND RECOMMENDATION FORM AND YOUR ESSAY TO: gradstudies@edinboro.edu or via fax (814-732-2611).