



Department of  
Education

OFFICE OF NONPUBLIC SCHOOLS  
65 Court Street – Room 922B – Brooklyn, NY 11201  
(718) 935-4970 Fax: (718) 935-5902

## TITLE II A GRADUATE COURSES ADMINISTRATION and SUPERVISION

### SCHOOL BUILDING LEADERSHIP PROGRAM

Spring 2025

CATALOGS ARE ONLY AVAILABLE ONLINE.  
GO TO [HTTP://WWW.PROTRAXX.COM](http://www.protraxx.com) TO VIEW OR  
DOWNLOAD CATALOG.



Anne-Marie Baumis, Field Support Specialist



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Please be advised that all courses will be paid for from the nonpublic school’s Title IIA allocation. Therefore, nonpublic school teachers and principals are not required to pay for graduate courses. In the event that a teacher or principal is inadvertently billed by the college/university, please email Anne-Marie Baumis at: [Abaumis@schools.nyc.gov](mailto:Abaumis@schools.nyc.gov) .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

**INTRODUCTION**

The New York City Department of Education, Office of Nonpublic Schools, is offering graduate courses in administration and supervision through the colleges and universities listed in this catalog. Participants may enroll in a degree program leading to New York State certification as a School Building Leader. The *Every Student Succeeds Act (ESSA)*, Title IIA Professional Development Program, provides assistance for this initiative.

The target audience for this initiative will be talented **nonpublic** schoolteachers, **currently working within the 5 (five) boroughs of New York City**, who are aspiring to become principals as well as current principals wishing to enroll in courses in order to acquire the necessary credits for New York State certification as a School Building Leader. Approved applicants may also include school personnel who currently are certified by New York State in administration and supervision and may wish to enroll in selected courses in order to remain current in the field. **Please note that you should not request enrollments if you are planning to leave the non-public school or are moving to a different non-public school, as you may not be eligible to use Title IIA funds from your current school. You must notify the Title IIA office immediately at [abaumis@schools.nyc.gov](mailto:abaumis@schools.nyc.gov) if your employment status/location changes.**

**NOTE: Confirmations given for Spring 25 SBL enrollments will be contingent upon the availability of active contracts with each college/university.**

**Procedures for Requesting Enrollment: Applicants**

**Requesting enrollments for Spring 25 SBL courses will take place online beginning the week of October 15, 2024 and will end on Friday, November 1, 2024 at 3:00 PM. Please note that this deadline is for requesting an enrollment as well as having the request affirmed online by your principal. It is the responsibility of the student to ensure that the enrollment request has been affirmed the school principal. If you are a principal requesting enrollment, you must still affirm your own request for enrollment using the school login and password on PROTRAXX. If a request for enrollment as well as the affirmation by the school principal is not completed within the above timeframe, the student will not be able to participate in the Title IIA program for Spring 25.**

To request enrollments for courses login to the website at:

[www.protraxx.com](http://www.protraxx.com)

Directions for requesting graduate courses can be found below.

Due to the availability of Title IIA funds for this initiative, a limited number of participants will be permitted to participate in the program.

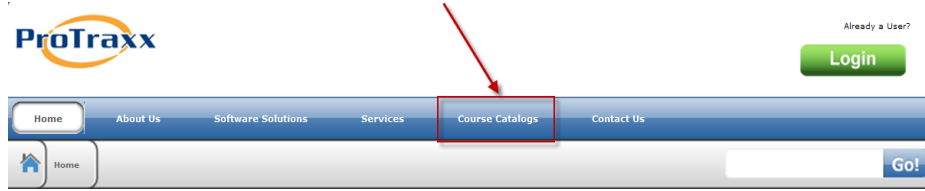
Participants will be permitted to register for a maximum of 2 courses. **Only those participants who have been accepted and confirmed by the Title IIA office will receive notification confirming their request for enrollment by email.** Applicants will not be permitted to enroll in any SBL course without prior approval from the Title IIA office.

**HOW TO NAVIGATE THE PROTRAXX SYSTEM**

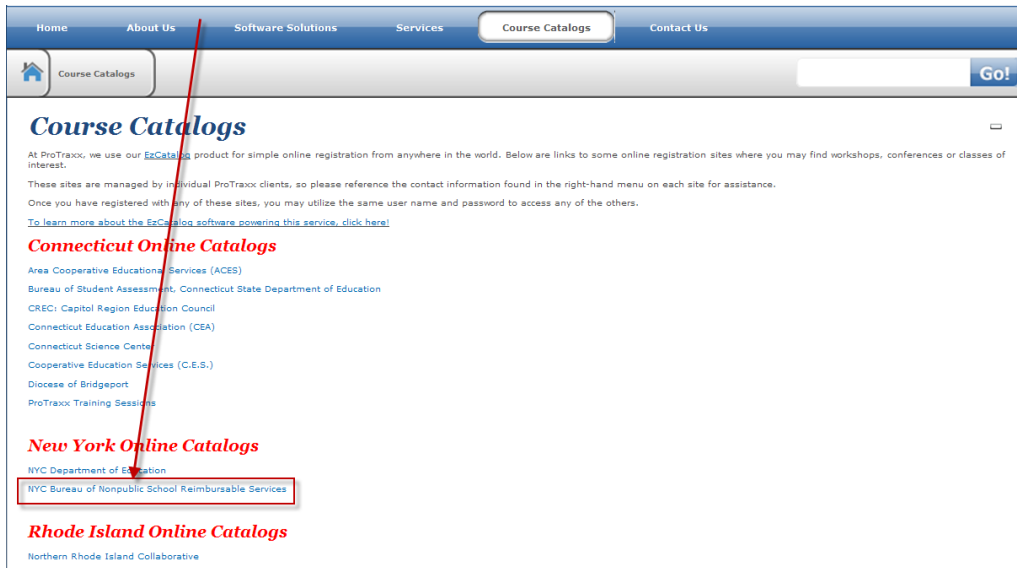
**ENROLLING**

1. Log on to [www.protraxx.com](http://www.protraxx.com) .
2. Click on the *Course Catalogs* button which can be found in the blue bar at the top of the page.

# TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM SCHOOL BUILDING LEADERSHIP PROGRAM SPRING 2025



3. Click on link for *New York City Bureau of Nonpublic School Reimbursable Services*.



## NEW USER

This is for participants who have not taken a class through this system before and have not yet entered their personal information. You only register (create an account) once. Your personal information will remain secure and private.

- Click on *New User Click Here* at the bottom of the page to enter registration information.
- Once you have created a registration you may precede with registered user instructions.

## REGISTERED USER

- At the bottom of the page, enter username and password, click 'login here.'
- "Select College" from the drop-down menu that corresponds with the workshop you wish to enroll.
- Select 'Program Type' from drop down menu – Title IIA.
- Click 'Search.'
- Click 'Enroll Now' for the course you wish to enroll in.

## STATUS

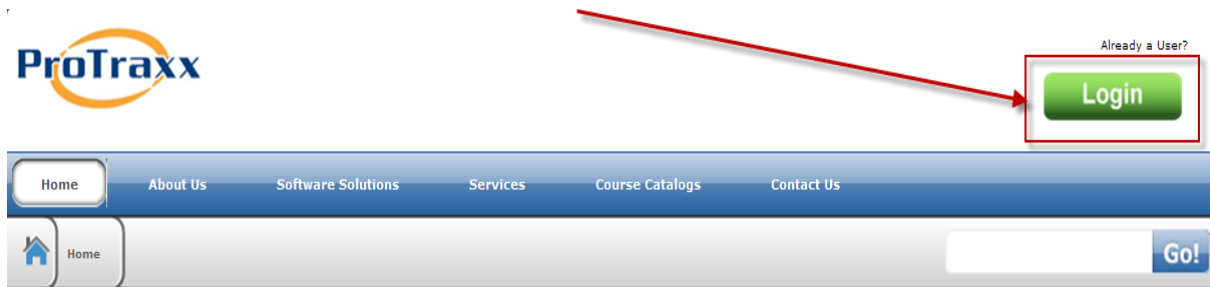
You may check the status of your course by logging into the system as usual. On the right side click on "my courses."

PENDING	You have successfully requested enrollment in an activity.
APPROVED	Your school's principal has affirmed your request for enrollment.
CONFIRMED	Your request for enrollment has been confirmed by the Title IIA office to participate in your selected activity.

## Affirmation Procedures: Principals

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Your principal/administrator must affirm your request for enrollment by logging on to [www.protraxx.com](http://www.protraxx.com) by clicking “Login” button at the top right hand side of the page.



Login with the school’s assigned username and password. **USE PREVIOUSLY ASSIGNED USERNAME AND PASSWORD.** Once logged in, click on the “Affirm Enrollments” button on the left-hand side of the screen. Click on the “Affirm Enrollments” link that appears below the button. A list of enrollments will appear. Click on the box next to each enrollment to be affirmed. From the pull-down menu at the top of the page, select the reason for affirming the enrollment(s). Click on the “Affirm Enrollment” button at the top of the page.

Username and password assignments may be obtained by the principal/administrator emailing [abaumis@schools.nyc.gov](mailto:abaumis@schools.nyc.gov) . The subject line should read: **ADMINISTRATOR’S USERNAME AND PASSWORD** Also include:  
Name/Title  
School/BEDS code

**PLEASE NOTE: PRINCIPAL AFFIRMATION DOES NOT GUARANTEE CONFIRMATION OF YOUR ENROLLMENT. FINAL CONFIRMATION COMES FROM THE OFFICE OF NONPUBLIC SCHOOLS (TITLE IIA) IN THE FORM OF AN EMAIL THAT IS SENT THROUGH PROTRAXX. THIS OCCURS WITHIN APPROXIMATELY 2 WEEKS AFTER THE CLOSE OF ENROLLMENT ON PROTRAXX.**

**Only those participants who have been accepted will receive notification, via email, confirming their registration in a Title IIA SBL course. It is the participant’s responsibility to contact the Title IIA office prior to the beginning of a class in the event that an email is not received regarding the status of their enrollment request. Missing a course as a result of not knowing your request was confirmed may lead to your being prohibited from taking Title IIA Courses/Workshops for 1 year.**

#### **Title IIA Cancellation Policy**

It is expected that anyone with a confirmed enrollment for a course will attend since not participating will result in another applicant being excluded from a given course. Please do not sign up for courses or workshops you **do not intend** to participate in. *You will be allowed to cancel one course per semester without a penalty as long as there is a legitimate reason.*

#### **To Cancel/Withdraw Attendance in a Title IIA Course:**

You **must** follow all the following procedures if you need to withdraw from a class after the beginning date. Withdrawing after the beginning of a class should only occur in an emergency situation. As this action may incur a charge to the Title IIA program, a withdrawal from a class after the class has started may result in being **prevented from participating** in the Title IIA Professional Development Program for the **upcoming year**. In order to withdraw

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from a course after the start date, please follow **all** the instructions below. Please note that after the beginning of a course, you will not be able to withdraw on PROTRAXX.

1. Contact the college/university via email (your email should include the course, start date, location, and reason for cancellation.)
2. Contact the Title IIA office by emailing [abaumis@schools.nyc.gov](mailto:abaumis@schools.nyc.gov) with the same information sent to the college/university.

The consequence of not informing us that you will be unable to attend is that you may be **prevented from participating** in the Title IIA SBL Program for the **upcoming year**.

If you have any questions please email Anne-Marie Baumis at [abaumis@schools.nyc.gov](mailto:abaumis@schools.nyc.gov) .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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SPRING 2025**

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**BROOKLYN COLLEGE**

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**Activity Name:** SPCL 7758T: Practicum Seminar in Educational Leadership III

**Activity Code:** NYC-25-005-003

**Sub Title:** NYC-21-005-003

**Min Awards:** 3.0

**# of Sessions:** 15

**Max Awards:** 3.0

**Description:** This course focuses on the analysis and reflection of critical topics, issues and processes that relate to school and district leadership, specifically in regard to the required on-site leadership internship. Students devote 150 hours to supervised internship during the semester.

3 Graduate Credits

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/28/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
02/04/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
02/11/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
02/25/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
03/04/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
03/11/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
03/18/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
03/25/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
04/01/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
04/08/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
04/22/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
04/29/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
05/06/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
05/13/2025	6:55PM - 8:35PM	Brooklyn College, CUNY
05/20/2025	6:55PM - 8:35PM	Brooklyn College, CUNY

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<p><b>Brooklyn College, CUNY</b> 2900 Bedford Avenue Brooklyn, New York 11210</p>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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SPRING 2025  
BROOKLYN COLLEGE**

**Activity Name:** SPCL 7759T: District Leadership and Organizational Transformation

**Activity Code:** NYC-25-005-004

**Sub Title:** Activity Code: NYC-21-005-004

**# of Sessions:** 15

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course assists students in cultivating expertise in district level leadership and resource management. It emphasizes the development of strategic thinking, problem-solving, and change management skills to propel district-wide advancement. Additionally, students foster a visionary mindset that aligns with district objectives, underscoring principles of equity and inclusion. Students acquire data-driven methodologies designed to optimize student achievement, promote team cohesion, and facilitate continuous improvement. Prerequisites: Permission of the Program Coordinator of the Educational Leadership Program.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/28/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
02/04/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
02/11/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
02/25/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
03/04/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
03/11/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
03/18/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
03/25/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
04/01/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
04/08/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
04/22/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
04/29/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
05/06/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
05/13/2025	5:05PM - 6:45PM	Brooklyn College, CUNY
05/20/2025	5:05PM - 6:45PM	Brooklyn College, CUNY

**Brooklyn College, CUNY**  
2900 Bedford Avenue  
Brooklyn, New York 11210

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**



**FORDHAM UNIVERSITY**  
THE JESUIT UNIVERSITY OF NEW YORK

The Fordham University Graduate School of Education (GSE), among the top schools in the state and Northeast region in leadership preparation at the master's and doctoral levels, is pleased to partner with the NYCDOE Office of Nonpublic Schools (ONPS) in offering graduate courses in administration and supervision to talented nonpublic school educators.

Fordham's Graduate School of Education enjoys a stellar reputation in research, teaching and experience in both public and nonpublic education. The DIVISION OF EDUCATIONAL LEADERSHIP AND POLICY (ELAP) of the GSE pioneered and, for more than forty years, has continued its commitment to the education of Catholic and other faith-based/nonpublic school leaders regionally, nationally, and internationally.

The CENTER FOR NONPUBLIC EDUCATION offers a *Signature Master's Degree* in Educational Leadership, Administration and Policy *through the lens of the mission and identity of these specialized educational positions and environments*. The program is one of substance and style for both emerging and existing leaders focusing on

- the legacy of excellence inherited;
- the innovations of the present; and
- imagination for future vitality and sustainability.

*Professors who teach in the program have a depth of knowledge and experience in Catholic and nonpublic education.*

Additionally, the program is *aligned with standards* of the:

- Educational Leadership Constituent Council (ELCC);
- National Council for the Accreditation of Teacher Education (NCATE);
- Interstate Leaders Licensure Consortium (ISLLC);
- New York State School Building Leader (SBL) Certification Requirements; and
- New York City's Department of Education (NYCDOE) School Leadership Competencies.

*One of the hallmarks of the Graduate School of Education* is its focus on diversity and inclusivity of all religions, races, and cultures. This master's program follows a cohort model and is organized with a focus on adult learning theory utilizing action research, group projects, critical reflection, clinical application, problem-based simulations, policy analysis and two semesters of internship.

KINDLY NOTE:

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

- Carefully follow all the directions in the *Introduction* of this *Online Catalogue* to enroll in this Title IIA Professional Development Program through the Office of Nonpublic Schools.
- As you begin this process with the ONPS and choose FORDHAM UNIVERSITY, Coordinator of this program, at [cattaro@fordham.edu](mailto:cattaro@fordham.edu) for further information regarding Fordham admission procedures.
- Applicants approved by the ONPS and accepted by Fordham are required to attend an *Orientation at Fordham University prior to the start of class sessions*. Students will be contacted via their email with specific details.

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SCHOOL BUILDING LEADERSHIP PROGRAM  
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**FORDHAM UNIVERSITY**

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**Activity Name:** ASGE 6461: Critical Issues in Educational Leadership

**Activity Code:** NYC-25-006-012

**Sub Title:** ASGE 6461

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course synthesizes research on enduring and emerging issues in administration and supervision, including retrenchment, special education, finance, and desegregation.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/17/2025	-	Fordham University-Online Asynchronous
05/16/2025	-	Fordham University-Online Asynchronous

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

**Activity Name:** ASGE 6461: Critical Issues in Educational Leadership

**Activity Code:** NYC-25-006-011

**Sub Title:** ASGE 6461

**# of Sessions:** 15

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course synthesizes research on enduring and emerging issues in administration and supervision, including retrenchment, special education, finance, and desegregation.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/16/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
01/23/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
01/28/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
02/06/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
02/13/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
02/27/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
03/06/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
03/13/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
03/20/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
03/27/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
04/03/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
04/10/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
05/01/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
05/08/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
05/15/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus

<p><b>FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS</b> 113 WEST 60<sup>TH</sup> STREET NEW YORK, NEW YORK 10023</p>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

**Activity Name:** ASGE 6461: Critical Issues in Educational Leadership

**Activity Code:** NYC-25-006-010

**Sub Title:** ASGE 6461

**# of Sessions:** 15

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course synthesizes research on enduring and emerging issues in administration and supervision, including retrenchment, special education, finance, and desegregation

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/14/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
01/21/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
01/28/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
02/04/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
02/11/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
02/25/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
03/04/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
03/11/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
03/18/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
03/25/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
04/01/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
04/08/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
04/29/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
05/06/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus
05/13/2025	7:00PM - 9:00PM	Fordham University - Bronx Campus

<p><b>FORDHAM UNIVERSITY – BRONX CAMPUS 441 EAST FORDHAM ROAD BRONX, NEW YORK 10458</b></p>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
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FORDHAM UNIVERSITY**

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**Activity Name:** ASGE 6338: Ethics of School Administration

**Activity Code:** NYC-25-006-014

**Sub Title:** ASGE 6338

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** Using case studies and theoretical analyses, this course examines the ethical issues that school administrators commonly face.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/14/2025	-	Fordham University-Online Asynchronous
05/13/2025	-	Fordham University-Online Asynchronous

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FORDHAM UNIVERSITY**

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**Activity Name:** ASGE 6520: Internship I

**Activity Code:** NYC-25-006-015

**Sub Title:** ASGE 6520

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** Systematic observation and planned participation in the administrative and supervisory activities of an urban or suburban school. Application must be submitted to the division chairperson by the end of the second month of the semester preceding internship.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/16/2025	-	Fordham University-Online Asynchronous
05/15/2025	-	Fordham University-Online Asynchronous

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

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**Activity Name:** ASGE 6520: Internship II

**Activity Code:** NYC-25-006-016

**Sub Title:** ASGE 6521

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** Systematic observation and planned participation in the administrative and supervisory activities of an urban or suburban school. Application must be submitted to the division chairperson by the end of the second month of the semester preceding internship.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/15/2025	-	Fordham University-Online Asynchronous
05/14/2025	-	Fordham University-Online Asynchronous

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

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**Activity Name:** ASGE 5119: Supervision & Prof Learning

**Activity Code:** NYC-25-006-017

**Sub Title:** ASGE 5119

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** This course emphasizes effective means of observation, supervision, support, and professional learning to improve instruction and student achievement and create dynamic and democratic communities of learners. Through this course, students consider the human, technical, educational, and moral aspects of supervision and professional learning and review effective practices while practicing standards-based observation, feedback, and improvement planning.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/13/2025	-	Fordham University-Online Asynchronous
05/12/2025	-	Fordham University-Online Asynchronous

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

**Activity Name:** ASGE 5119: Supervision & Prof Learning

**Activity Code:** NYC-25-006-019

**Sub Title:** ASGE 5119

**Min Awards:** 3.0

**# of Sessions:** 15

**Max Awards:** 3.0

**Description:** This course emphasizes effective means of observation, supervision, support, and professional learning to improve instruction and student achievement and create dynamic and democratic communities of learners. Through this course, students consider the human, technical, educational, and moral aspects of supervision and professional learning and review effective practices while practicing standards-based observation, feedback, and improvement planning.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/16/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
01/23/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
01/30/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
02/06/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
02/13/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
02/27/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
03/06/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
03/13/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
03/20/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
03/27/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
04/03/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
04/10/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
05/01/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
05/08/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
05/15/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus

<b>FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS</b> 113 WEST 60 <sup>TH</sup> STREET NEW YORK, NEW YORK 10023
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
FORDHAM UNIVERSITY**

**Activity Name:** ASGE 5119: Supervision & Prof Learning

**Activity Code:** NYC-25-006-018

**Sub Title:** ASGE 5119

**Min Awards:** 3.0

**# of Sessions:** 15

**Max Awards:** 3.0

**Description:** This course emphasizes effective means of observation, supervision, support, and professional learning to improve instruction and student achievement and create dynamic and democratic communities of learners. Through this course, students consider the human, technical, educational, and moral aspects of supervision and professional learning and review effective practices while practicing standards-based observation, feedback, and improvement planning.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/14/2025	4:50 PM - 6:50PM	Fordham University - Bronx Campus
01/21/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
01/28/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
02/04/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
02/11/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
02/25/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
03/04/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
03/11/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
03/18/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
03/25/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
04/01/2025	4:50 PM - 6:50PM	Fordham University - Bronx Campus
04/08/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
04/29/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
05/06/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus
05/13/2025	4:50PM - 6:50PM	Fordham University - Bronx Campus

<p><b>FORDHAM UNIVERSITY – BRONX CAMPUS</b>  <b>441 EAST FORDHAM ROAD</b>  <b>BRONX, NEW YORK 10458</b></p>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**



**INTRODUCTION**

The [Educational Leadership Programs at Manhattan College](#) provide a **master degree, a post-graduate advanced certificate, professional development, and CTLE hours.**

These programs specialize in preparation and development for [educational leaders](#) in elementary, middle, and secondary schools:

- Teacher Leaders
- Assistant Principals
- Staff Developers and Supervisors
- Special Education or Physical Education Coordinators
- Counselors on Administrative Teams
- Grade Level and Subject Area Coordinators
- Charter and Faith-based School Leaders
- Technology Coordinators, Department Chairs. Athletic Directors
- Principals, Headmasters, Heads of School

The [Educational Leadership Courses at Manhattan College](#) are delivered remotely with weekly synchronous meetings

**Read each course description carefully to determine your eligibility for the course.**

**To take Title IIA courses at Manhattan College, COMPLETE THESE TWO REGISTRATIONS:**

1. **with the Title IIA Office through PROTRAXX. For more information:**  
[Abaumis@schools.nyc.gov](mailto:Abaumis@schools.nyc.gov)
  - **Your principal must also approve you on PROTRAXX**
2. **For [information about Educational Leadership](#) courses or internships at Manhattan College, contact:**
  - [the Dean of the Kakos School of Arts and Science](#)
  - [the chair of the Education Division](#)
  - [https://manhattan.edu/academics/graduate-programs/sbl\\_school-building-leadership-adv-cert.php](https://manhattan.edu/academics/graduate-programs/sbl_school-building-leadership-adv-cert.php)
  - [https://manhattan.edu/academics/graduate-programs/sbl\\_school-building-leadership.php](https://manhattan.edu/academics/graduate-programs/sbl_school-building-leadership.php)

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

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**MANHATTAN COLLEGE**

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**Activity Name:** EDUG 748-61: Internship/Seminar I: Administration & Supervision + Field Work

**Activity Code:** NYC-25-002-007

**Sub Title:** EDUG 748-61

**# of Sessions:** 8

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This is the REQUIRED Internship course for the Master degree or post-graduate Advanced Certificate in School Building Leadership. Prerequisites are six core courses from MANHATTAN UNIVERSITY. Participants have experience with practitioners and hands-on activities related to seminar content. The internship integrates all previous learning experiences of the school leader, uses a problem-solving approach to issues affecting administrators in elementary and secondary schools in urban or suburban areas. A co-requirement for this course is at least 250 hours of field experience as an administrative intern. Documentation includes, but is not limited to a digital Internship portfolio, an internship improvement initiative, a statement of the impact of the initiative, logs, e-journals, digital meeting. Prerequisites: 18 applicable credits taken at MANHATTAN UNIVERSITY with a cumulative GPA of 3.0 or better; 100 hours of course related field experiences completed in the six core courses, and permission of Program Director. This course is currently delivered online with synchronous and asynchronous sessions.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/21/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
01/28/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
02/11/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
02/25/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
03/11/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
03/25/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
04/08/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online
04/29/2025	4:30PM - 6:00PM	Manhattan College - Synchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MANHATTAN COLLEGE**

**Activity Name:** EDUG 851 Data Analysis & Report Writing in Educ & Psych Research

**Activity Code:** NYC-25-002-008

**Sub Title:** EDUG 851

**# of Sessions:** 15

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** The course provides students the opportunity to complete their required Master's major paper while continuing their learning about design, data analysis, and report writing in educational and psychological research. EDUG851 builds on the research design skills introduced in EDUG713. A primary requirement of the course includes the development of SPSS data analysis skills including both descriptive and inferential statistics. Students are provided with a student version of SPSS, which they use through-out the completion of their major paper. In addition, students further their skills in reviewing the results presented in primary research in the fields of counseling and psychology. Upon completion of the major paper, students are encouraged to submit their work for presentation at a conference or for publication.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/16/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
01/23/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
01/30/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
02/06/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
02/13/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
02/20/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
02/27/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
03/06/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
03/13/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
03/20/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
03/27/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
04/03/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
04/10/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
04/24/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online
05/01/2025	6:30PM - 8:20PM	Manhattan College - Synchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MANHATTAN COLLEGE**

**Activity Name:** EDUG 889: Internship/Seminar II in School Building Leadership

**Activity Code:** NYC-25-002-009

**Sub Title:** EDUG 889

**# of Sessions:** 7

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This is the second REQUIRED internship course for the Master degree and the post-graduate Advanced Certificate in School Building Leadership. It is a co-requirement of EDUG 748 Internship/Seminar 1. Designed for ongoing supervision of the capstone leadership experience, completion of the internship initiative and impact statement, the e-portfolio, and exhibit of competencies. Participants complete at least 150 additional hours of leadership activities for a total of 400 hours of internship completed in 15 weeks full time or 30 weeks part time. Prerequisite: EDUG 600, 100 hours of CRLAs, 6 core courses with a 3.0 GPA, permission of the Program Director. This course is currently delivered online with synchronous and asynchronous sessions.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/21/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
01/28/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
02/11/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
02/25/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
03/11/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
03/25/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online
04/08/2025	6:30PM - 8:00PM	Manhattan College - Synchronous Online



**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

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**MERCY COLLEGE**

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**INTRODUCTION**

The Mercy College Degree in School Building Leadership prepares practicing teachers and other eligible school personnel to assume leadership and supervisory roles within today's multi-faceted school systems. The programs of graduate study in School Building Leadership will include course work in management and supervision, as well as current issues in educational administration. The program includes two administrative internships which qualifies the individual for New York State Initial and Professional Certification as a school building leader. This certification is appropriate for such positions as principal, supervisor, department administrator, assistant principal, and coordinator.

*For a more detailed description of the Mercy College School Building Leadership program, please refer to the Mercy College website at:*

[https://catalog.mercy.edu/preview\\_program.php?catoid=19&pooid=3793&returnto=1980&pk\\_vid=54622f05c7b9d82c171336523131d024](https://catalog.mercy.edu/preview_program.php?catoid=19&pooid=3793&returnto=1980&pk_vid=54622f05c7b9d82c171336523131d024) or email [rrudnitski@mercy.edu](mailto:rrudnitski@mercy.edu) .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

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**MERCY COLLEGE**

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**Activity Name:** EDSA 510DL: Using Data for Instruction and Educational Policy

**Activity Code:** NYC-25-003-015

**Sub Title:** EDSA 510DL

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This class will study the essential concepts, principles, and methods employed in the field of education research. Focus will be on formulation and development of improvement of one problem affecting student achievement for investigation in the candidate's workplace; survey of the related literature; selection and use of one or more appropriate methods for gathering evidence coupled with analysis and interpretation of data; and reporting findings and discussing their implications. Eighteen hours of field experience required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

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**Activity Name:** EDSA 535DL: Family and Community Engagement

**Activity Code:** NYC-25-003-008

**Sub Title:** EDSA 535DL

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course studies the influence of interest groups in urban and suburban areas who have a stake in the educational system. The course content focuses on the role of school administrators in developing a culturally responsive, diverse school community and school/home programs and the involvement of school and community personnel in partnerships with parents, the community and other stakeholders to further the educational aims of the community for all children. Eighteen hours of field experience required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

---

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

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**Activity Name:** EDSA 540DL: Leadership in Instructional Supervision

**Activity Code:** NYC-25-003-009

**Sub Title:** EDSA 540DL

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course examines the new standards procedures, processes, and practices specifically related to the administration of the teaching-learning process, an understanding of staff motivation as a contributing factor to the success of the teaching-learning process and will gain insight as to how to integrate technology into all curriculum areas. The observation process is studied in detail. Eighteen hours of fieldwork required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

---

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

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**Activity Name:** EDSA 560DL: Legal Aspects of the Administration of Schools

**Activity Code:** NYC-25-003-010

**Sub Title:** EDSA 560DL

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course will study the legal framework (National and New York State) within which public education operates. Areas considered are church-state relations, state agencies, local school boards, financing education, tort liability, teacher-personnel administration, the Taylor Law, tenure, desegregation, and the constitutional rights and freedoms of students. Eighteen hours of fieldwork required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

---

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

---

**Activity Name:** EDSA 580DL: Clinic for School Administrators

**Activity Code:** NYC-25-003-011

**Sub Title:** EDSA 580DL

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** The clinic provides a university setting in which present and prospective administrators can consider current issues, problems, and opportunities in contemporary school systems. Areas of review will include productivity and accountability, economic and demographic trends, governance, creating effective, inclusive school culture, and the changing family and community structure. Eighteen hours of field experience are required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

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**Activity Name:** EDSA 590DL: INTERNSHIP I

**Activity Code:** NYC-25-003-012

**Sub Title:** EDSA 590DL

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** The internship experience is intended to provide candidates with a minimum of 500 hours of significant field experiences over two semesters [?] and clinical internship practices for school building leadership candidates within a school environment to synthesize and apply current knowledge and develop the professional skills specified in the national and state Professional Standards for Educational Leaders (PSEL). The internship provides an opportunity for candidates to discover their own strengths, talents, leadership styles, needs, and interests. This training enables candidates (under the auspices of an experienced supervisor and college instructor) to apply supervisory and administrative skills to pragmatic school situations and experience the ongoing responsibilities of a practicing, effective school leader.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

---

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

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**Activity Name:** EDSA 591DL: INTERNSHIP II

**Activity Code:** NYC-25-003-013

**Sub Title:** EDSA 591DL

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** This is continuation of the Building level internship (EDSA591DL). This experience is intended to provide candidates with a minimum of 500 hours of significant field experiences and clinical internship practices for school building leadership candidates within a school environment to synthesize and apply current knowledge and develop the professional skills specified in the national and state Professional Standards for Educational Leaders (PSEL). The internship provides an opportunity for candidates to discover their own strengths, talents, leadership styles, needs, and interests. This training enables candidates (under the auspices of an experienced supervisor and college instructor) to apply supervisory and administrative skills to pragmatic school situations and experience the ongoing responsibilities of a practicing, effective school leader.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
MERCY COLLEGE**

**Activity Name:** EDSA 598DL: Functions of Human Capital in Educational Administration

**Activity Code:** NYC-25-003-014

**Sub Title:** EDSA 598DL

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course is designed for those preparing for positions in school administration, with particular emphasis on human resource administration on the building and central office levels. The scope of the course will consist of the functions of human capital, specifically in the areas of strategic human planning, recruiting, hiring, evaluating staff; contract administration, negotiations and critical issues of human resource/human capital administration in the 21st century. The following topics will be covered: Strategic Human Resources Planning Analyzing staffing trends for public school districts Identifying policy decisions relative to staffing allocations Recruiting, selecting and hiring process for a diverse workforce Developing effective Induction, orientation and mentoring programs Creating effective Staff Development/Adult Learning Performance Evaluation Rewards/Progressive Discipline/Termination Contract Administration Critical Issues in the administration of Human Resources Legal Issues related to Human Resources In addition, the course will provide insight and assistance in the development of caring, critical and reflective professionals responsive to the needs of a diverse society. Eighteen hours of fieldwork is required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/20/2025	AM - AM	Mercy College - Asynchronous Online
05/26/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

**St. John's University**  
**Non-Public School Leaders (NPSL)**  
**Title IIA Professional Development**  
**Program**  
Fall 2024 Catalog

Department of Administrative and Instructional Leadership  
School of Education  
Coordinator: Joan Birringer-Haig, Ed.D.

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

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EDU 5415: Introduction to Educational Administration

EDU 5471: Leadership in Instructional Supervision

EDU 5571: Administrative Leadership and Planned Change

EDU 5650: School Based Data Analysis

EDU 5651: School Community Relations in Education

EDU 5741: Finance in Education

EDU 5743: Educational Planning: An Integration of Professional Capital Agendas

EDU 5761: School-Based Business Administration for Administrators and Supervisors

EDU 5791: Legal Aspects of the Administration of Schools

EDU 5950: School Building Leader Internship

EDU 5499: SBL Capstone Course

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

## **Specific Features of Spring 2025 Catalog**

- All courses are offered as asynchronous online courses.
- All courses will be offered within the Spring term (January 22, 2025 – May 14, 2025).
- Important dates can be found on the [SJU Academic Calendar](#) webpage.
- Courses are subject to change by the University and based on enrollment.
- It is recommended that students consult with their advisor before registering for coursework.

## **Course List**

- EDU 5301
- EDU 5415
- EDU 5471
- EDU 5571
- EDU 5650
- EDU 5651
- EDU 5741
- EDU 5743
- EDU 5761
- EDU 5791
- EDU 5950
- EDU 5499

## **Program Description**

St. John's University (SJU) has offered quality course options in school administration and supervision for the last 75 years and the Title IIA Nonpublic School Leaders Professional Development Program (NPSLPDP) since 2005. The Title IIA NPSLPDP is a federally funded professional development opportunity that allows SJU to collaborate with the New York City Department of Education to provide coursework to prepare non-public teachers for school building leadership certification. St. John's University has always been committed to excellence, diversity, equity, and inclusion, true to its Vincentian Mission. The University is recognized as a leader in the field of Administration and Supervision and, as of 2001, U.S. World and News Report recognized the School of Education among the top 10% in the nation. For more information on the School of Education (TSOE), please review the [SJU TSOE webpage](#).

The School of Education of St. John's University is not only a well-respected institution; it also offers the convenience and personal attention that each student deserves. For the Title IIA NPSLPD Program, students work with a dedicated adviser whose focus is on each student's professional development, School Building Leadership (SBL) degree completion, and NYSED Certification in SBL. The SJU Title IIA NPSLPD Program provides students the opportunity to take all courses through an asynchronous online format. This format allows students the flexibility to successfully complete their academic goals.

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

Once accepted into the Title IIA NPSLPD Program, students have the ability to matriculate into the School Building Leadership Master of Science in Education (34 credits) or the School Building Leadership Advanced Certificate (22 credits). We recommend that you review specific program requirements found on the SJU website:

- [School Building Leadership Master of Science in Education](#)
- [School Building Leadership Advanced Certificate](#)

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025**

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**ST. JOHN'S UNIVERSITY**

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**Activity Name:** EDU 5301: Leadership Values, Decision Making, and Multicultural Organizations

**Activity Code:** NYC-25-004-013

**Sub Title:** EDU 5301

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school district level in implementing an education vision that incorporates respect for diversity and special needs based on theories, ethical values, and evidence-based practices for multicultural organizations. It addresses all aspects of district operations, including curriculum, instruction, staffing, and facilities management, as they pertain to meeting the needs of diverse groups. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/22/2025	AM - AM	ONLINE
05/14/2025	AM - AM	ONLINE

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
ST. JOHN'S UNIVERSITY**

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**Activity Name:** EDU 5471: Leadership in Instructional Supervision

**Activity Code:** NYC-25-004-014

**Sub Title:** EDU 5471

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership strategies and skills at the school building level that are essential for supervising staff within schools and leading professional development to realize the school vision and create a cohesive school culture. It discusses various supervisory approaches grounded in research on instructionally effective schools and builds leadership abilities in using differentiation strategies for adults and students, and multiple data sources to improve all aspects of the educational program. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

---

<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/22/2025	AM - AM	ONLINE
05/14/2025	AM - AM	ONLINE

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
SCHOOL BUILDING LEADERSHIP PROGRAM  
SPRING 2025  
ST. JOHN'S UNIVERSITY**

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**Activity Name:** EDU 5499: SBL Capstone Course

**Activity Code:** NYC-25-004-015

**Sub Title:** EDU 5499

**Min Awards:** 1.0

**# of Sessions:** 2

**Max Awards:** 1.0

**Description:** This course provides a comprehensive review of administrative principles and practices emphasized on the State licensing examination for School Building Leaders. This is the last, required 1 credit course in the Program. Capstone review and certification prep for matriculated students with more than 12 credits in the program.

**1 Graduate Credit**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/22/2025	AM - AM	ONLINE
05/14/2025	AM - AM	ONLINE

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5632: Organization and Administration of the Elementary and Secondary School Curriculum

**Activity Code:** NYC-25-004-016

**Sub Title:** EDU 5632

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership ability at the school district level to implement long- range planning in curriculum development, instructional strategies, classroom organization, and assessment through examination of the historical development of elementary, middle, and high school curricula. It addresses how policies are constructed at the district level for curriculum adoption and monitoring, and processes for change. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5650: School Based Data Analysis

**Activity Code:** NYC-25-004-017

**Sub Title:** EDU 5650

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school building level in using multiple data sources to identify present issues in the school and propose solutions. The course introduces students to basic statistical tools for individual, classroom, department, and school-based data-analysis to support school improvement. It includes interpretation of standard scores and the reliability and validity of assessments. It addresses the need to implement ethical decision-making and establish accountability systems for student achievement and fiscal responsibility. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5651: School Community Relations in Education

**Activity Code:** NYC-25-004-018

**Sub Title:** EDU 5651

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school building level in communicating and working effectively with community members and organizations to build support for improving student engagement and achievement and create opportunities for student learning and growth. It includes developing long-range planning for building student, family, and community relationships to identify issues and propose solutions. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/22/2025	AM - AM	ONLINE
05/14/2025	AM - AM	ONLINE

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5761: School-Based Business Administration for Administrators and Supervisors

**Activity Code:** NYC-25-004-019

**Sub Title:** EDU 5761

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership at the school building and school district levels in identifying revenue sources, forecasting building and district expenditures, applying accounting principles, developing data-informed facility and personnel plans, and implementing a strategic business plan in accordance with ethical principles and federal and state regulations. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
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**Activity Name:** EDU 5791: Legal Aspects of the Administration of Schools

**Activity Code:** NYC-25-004-020

**Sub Title:** EDU 5791

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school building level in setting standards for ethical behavior by example; encouraging initiative, innovation, collaboration, and mutual respect; and applying statutes and regulations and implementing school policies in accordance with ethical principles, and federal and state laws, including managing personnel issues, resolving conflicts, and implementing mandated services. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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<b>Session Date</b>	<b>Time</b>	<b>Location</b>
01/22/2025	AM - AM	ONLINE
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5811: Administration and Supervision of Services for Diverse Students

**Activity Code:** NYC-25-004-021

**Sub Title:** EDU 5811

**# of Sessions:** 2

**Min Awards:** 3.0

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school building and school district levels in planning, organizing, implementing, and evaluating support services for students with special education needs, English language learners, and other groups with learning needs to maximize their educational outcomes. The course includes establishing accountability systems for support services, and applying statutes and regulations as required by federal and state laws. Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM  
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**Activity Name:** EDU 5950: School Building Leader Internship

**Activity Code:** NYC-25-004-022

**Sub Title:** EDU 5950

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** The SBL Internship develops leadership at the school building level by facilitating hands-on experiences in every aspect of school administration, accompanied by reflective analyses, and connections between evidence-based research and practice. (Prerequisite: 12 credits completed with no incompletes outstanding.) 270 Internship hours required.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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**Activity Name:** EDU 7665: Leadership in Technology I

**Activity Code:** NYC-25-004-023

**Sub Title:** EDU 7665

**Min Awards:** 3.0

**# of Sessions:** 2

**Max Awards:** 3.0

**Description:** This course develops leadership abilities at the school building and school district levels to understand the administrative and instructional uses of technology; validate improvements in curriculum development and instructional practices through the integration of technology; to make decisions about future hardware and software enhancement, consistent with the National Technology Standards, as they pertain to classroom, school, and district goals for students, including students with diverse learning needs; and to make decisions about future technology for professional development at all levels.

**3 Graduate Credits**

**Max Attendance:** 50

**Subject Area:** [Administration & Supervision]

**Target Audience:** [Administrators], [Teachers]

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