



OFFICE OF NONPUBLIC SCHOOLS
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Department of
Education

TITLE II A GRADUATE COURSES ADMINISTRATION and SUPERVISION

SCHOOL BUILDING LEADERSHIP PROGRAM

Summer 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 .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Summer 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 if your employment status/location changes.**

NOTE: Confirmations given for Summer 2025 SBL enrollments will be contingent upon the availability of active contracts with each college/university.

Procedures for Requesting Enrollment: Applicants

Requesting enrollments for Summer 2025 SBL courses will take place online March 3, 2025 and will end on Friday, March 21, 2025 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 Summer 2025.

To request enrollments for courses login to the website at:

protraxx.com/index.html

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.

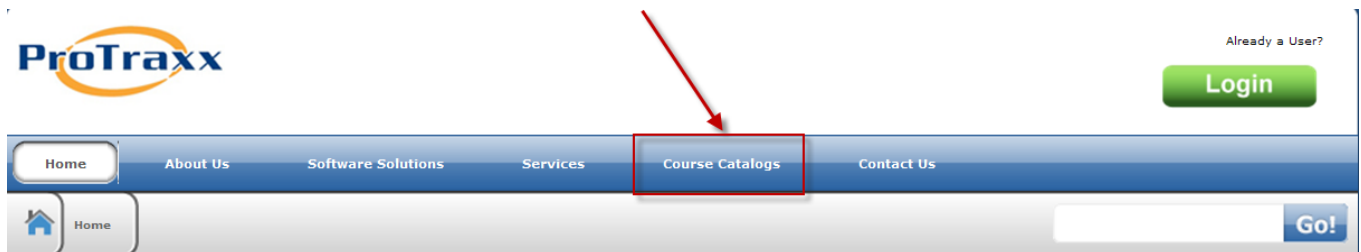
TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM SCHOOL BUILDING LEADERSHIP PROGRAM Summer 2025

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.

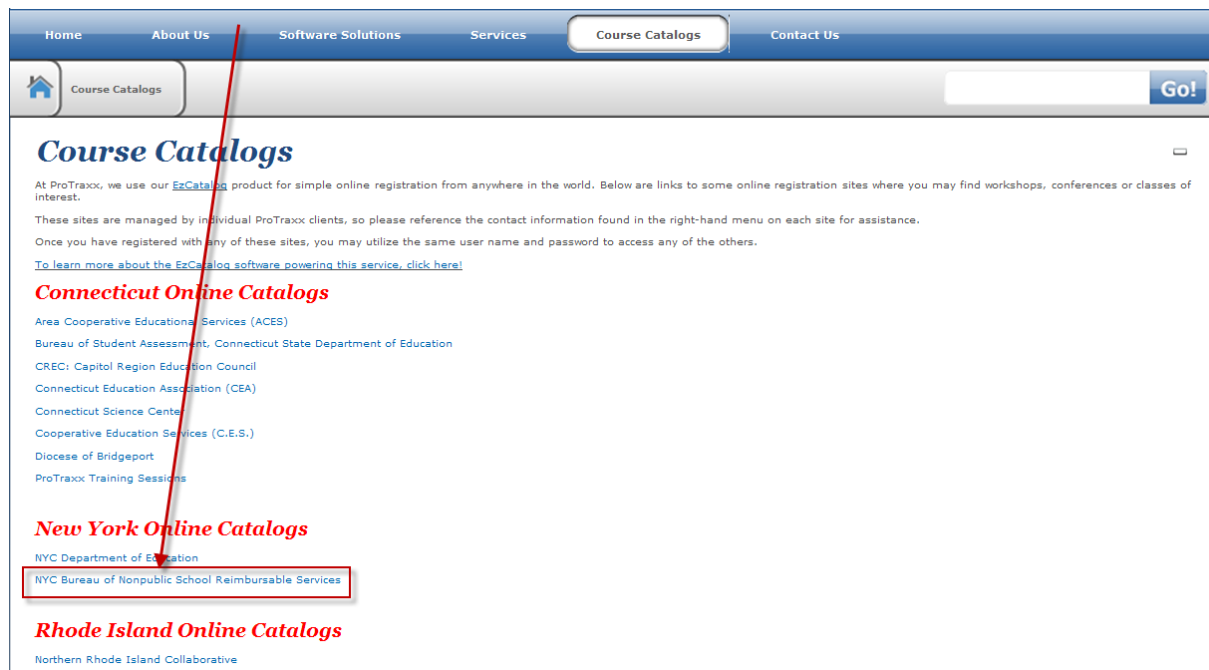
HOW TO NAVIGATE THE PROTRAXX SYSTEM

ENROLLING

1. Log on to protraxx.com/index.html
2. Click on the *Course Catalogs* button which can be found in the blue bar at the top of the page.



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



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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 proceed 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

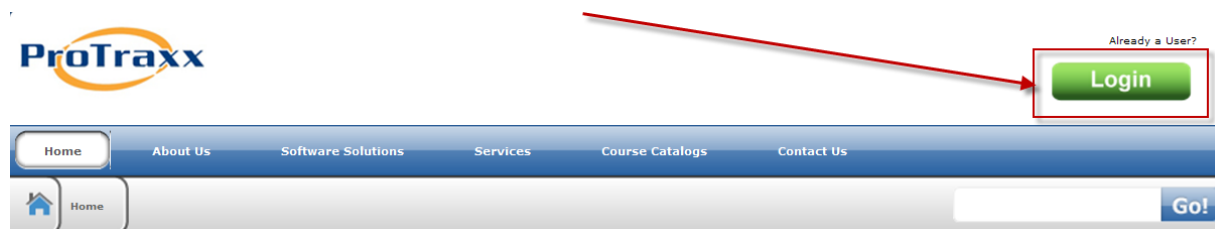
You may check the status of your course by logging into the system as usual. On the right side click on "my courses."

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

Your principal/administrator must affirm your request for enrollment by logging on to www.protraxx.com by clicking "Login" button at the top right hand side of the page.

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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 . 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.***

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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 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 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 .

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

BROOKLYN COLLEGE

Activity Name: SPCL 7762X: Leading for Excellence: Educational Equity, Diversity, and Inclusion

Activity Code: NYC-25-005-005

Sub Title: SPCL 7762X

of Sessions: 11

Min Awards: 3.0

Max Awards: 3.0

Description: Activity Code: NYC-20-005-001 Description: Topics include leading to ensure equitable outcomes for all personnel and students in educational systems, interrupt inequitable educational practices, examine biases, create inclusive multicultural school environments for all members of the community, and meet the academic and social-emotional needs of diverse learners.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/27/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
05/29/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/05/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/10/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/12/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/17/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/24/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
06/26/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
07/01/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
07/03/2025	5:05PM - 7:35PM	Brooklyn College, CUNY
07/08/2025	5:05PM - 7:35PM	Brooklyn College, CUNY

<p>Brooklyn College, CUNY 2900 Bedford Avenue Brooklyn, New York 11210</p>

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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BROOKLYN COLLEGE

Activity Name: SPCL 7763X: Management of Resources: Finance and Personnel

Activity Code: NYC-25-005-007

Sub Title: 7763X

of Sessions: 11

Min Awards: 3.0

Max Awards: 3.0

Description: Topics addressed include effective leadership in the management of resources, including finance, budgeting, and personnel functions in school organizations, understand the principal's role in determining equitable allocation of resources and the relationship between the allocation of resources and student achievement.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/27/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
05/29/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/05/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/10/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/12/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/17/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/24/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
06/26/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
07/01/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
07/03/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
07/08/2025	7:45PM - 10:15PM	Brooklyn College, CUNY

<p>Brooklyn College, CUNY 2900 Bedford Avenue Brooklyn, New York 11210</p>

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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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:

- 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.

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- As you begin this process with the ONPS and choose FORDHAM UNIVERSITY, Coordinator of this program, at 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.

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6145: Leading for Equity and Social Justice Activity Code

Activity Code: NYC-25-006-020

Sub Title: ASGE 6145

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: ASGE 6145 Description: Provides understanding and knowledge of the various cultural and ethnic groups in America and how they have impacted society and vice versa; explores concepts, issues, and dilemmas related to a multicultural, diverse society from both a historical and contemporary perspective; develops strategies to understand dynamics of the school community; and proposes solutions to meet challenges of a diverse society.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/21/2025	12:00PM - 12:00PM	Fordham University-Online Asynchronous
07/02/2025	12:00PM - 12:00PM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6322. School Finance

Activity Code: NYC-25-006-021

Sub Title: ASGE 6322.

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: Theory and practice of property taxation, tax and educational equity issues, understanding state school aid, and alternatives to existing funding patterns. It also considers the management of financial resources at the district and site level.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
07/07/2025	12:00AM - 12:00AM	Fordham University-Online Asynchronous
08/07/2025	12:00AM - 12:00AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6325: Education Law, Policy & Advocacy

Activity Code: NYC-25-006-022

Sub Title: ASGE 6325

Min Awards: 3.0

of Sessions: 5

Max Awards: 3.0

Description: The legal status of the pupil, the teacher, and the superintendent; liabilities of school boards; inter-relationships of the school and the state. The interrelationships of the school board and municipality, as well as labor laws.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
07/10/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
07/11/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
07/14/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
07/15/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
07/16/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus

<p>FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS 113 WEST 60TH STREET NEW YORK, NEW YORK 10023</p>

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 7450 Seminar in the Spirituality of Leadership

Activity Code: NYC-25-006-023

Sub Title: ASGE 7450

Min Awards: 3.0

of Sessions: 5

Max Awards: 3.0

Description: This course focuses on the nature of spirituality and on leading the building of community within organizations. The course will explore spirituality as it basically relates to education. Throughout the course, spirituality will be differentiated from formal religion. The spiritual dimension of educational practice will be presented as it pertains to building community with educators, families, organizations, and cultures.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/31/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
06/07/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
06/14/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
06/21/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus
06/28/2025	9:00AM - 4:00PM	Fordham University: Lincoln Center Campus

<p>FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS 113 WEST 60TH STREET NEW YORK, NEW YORK 10023</p>

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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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
 - **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.php

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MANHATTAN COLLEGE

Activity Name: EDUG 723 Life Span Development

Activity Code: NYC-25-002-010

Sub Title: EDUG 723-50

Min Awards: 3.0

of Sessions: 14

Max Awards: 3.0

Description: Comprehensive review of major theories of human development from the pre-natal period through senescence. Critical tasks and aspects of growth for each period will be explored. Particular emphasis will be placed on cognitive and psychosocial development and how children, adolescents, and adults are affected differentially by various learning and emotional disabilities. Focus will also center on the link between research and practice of counseling and special education including multicultural research, research satisfies the requirement for S.A.V.E. and child abuse training.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/13/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
05/15/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
05/20/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
05/22/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
05/27/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
05/29/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/03/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/05/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/10/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/12/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/17/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/19/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/24/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online
06/26/2025	4:30PM - 6:20PM	Manhattan College - Synchronous Online

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MERCY COLLEGE

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 or email rrudnitski@mercy.edu .

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MERCY COLLEGE

Activity Name: EDSA 520 DL Theory to Practice

Activity Code: NYC-25-003-016

Sub Title: EDSA 520 DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course stresses the developmental cognitive and social/emotional processes and their impact on teaching and learning, the principles of curriculum development, the role of school personnel, curriculum goals and objectives, the characteristics of excellent teachers, the role of technology in the post-Covid 19 era, effective instructional leadership, what students must learn, differentiated instruction, multiculturally responsive, sustainable education, and data driven decision making. The learning activities for this course are designed to prepare each student with essential knowledge and competencies for effective instructional leadership and curriculum development and the supervision of teachers in implementing effective pedagogical strategies in this millennium. 18 hours of focused field experience are required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
08/07/2025	12:00AM - 12:00AM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 540DL: Leadership in Instructional Supervision

Activity Code: NYC-25-003-XXX

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]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
08/07/2025	12:00AM - 12:00AM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 555DL:
Activity Code: NYC-25-003-017
Sub Title: EDSA 555 DL
Min Awards: 3.0

of Sessions: 2
Max Awards: 3.0

Description: Federal, state, and local support of education will be analyzed in this course. The influence of economic, political, and demographic factors on the financing of education will be explored. Principles and practices of sound school business management will be emphasized in relation to basic accounting and budget procedures. The construction of individual school budgets and their relationship to the district budget will be considered. Twelve hours of field experience required.

3 Graduate Credits

Max Attendance: 50
Subject Area: [Administration & Supervision]
Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
08/07/2025	12:00AM - 12:00AM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 580DL: Clinic for School Administrators

Activity Code: NYC-25-003-018

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, culturally responsive 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]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
08/07/2025	12:00AM - 12:00AM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 590DL Internship I

Activity Code: NYC-25-003-019

Sub Title: EDSA 590DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This first internship experience is intended to provide candidates with a minimum of 250 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]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
08/07/2025	12:00AM - 12:00AM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 591DL: Internship II

Activity Code: NYC-25-003-020

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 250 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]

Session Date	Time	Location
05/28/2025	12:00AM - 12:00AM	ONLINE
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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Summer 2025**

St. John's University

Non-Public School Leaders (NPSL)

**Title IIA Professional Development
Program**

Summer 2025

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

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
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Specific Features of Summer 2025 Catalog

- All courses are offered as asynchronous online courses.
- All courses will be offered within the Summer term (June 2-July 8).
- 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.

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.

Once accepted into the Title IIA NPSLPD Program, students can matriculate into the School Building Leader Master of Science in Education (MS-SBL) (34 credits) or the Advanced Certificate for School Building Leader (AC-SBL) Advanced Certificate (22 credits). Each program has specific core courses that must be completed, so it is important to follow the individual program sheets.

Students who already have a master's degree often choose to take the Advanced Certificate for School Building Leader program. Those students who do not have a previous master's degree usually choose the Master of Science in Education School Building Leader. Students who completed their SBL certification and wish to pursue further professional development of district-level scholarship are offered choices too. The courses below are coded for the specific programs that they apply to:

- Advanced Certificate School Building Leader (AC-SBL)
- Master of Science in Education School Building Leader (MS-SBL)
- Further Professional Development – District Level (PD-DL)

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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](#)

Course List and Associated Program

- EDU 5418 MS-SBL
- EDU 5471 AC-SBL, MS-SBL
- EDU 5499 AC-SBL, MS-SBL
- EDU 5950 AC-SBL, MS-SBL
- EDU 5761 AC-SBL, MS-SBL
- EDU 5791 AC-SBL, MS-SBL
- EDU 5651 AC-SBL, MS-SBL
- EDU 5650 AC-SBL, MS-SBL
- EDU 5811 MS-SBL, PD-DL
- EDU 5743 AC-SBL, MS-SBL
- EDU 5103 PD-DL
- EDU 7708 PD-DL

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5103: Educational Governance and Policy Issues

Activity Code: NYC-25-004-024

Sub Title: EDU 5103

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership abilities at the school district level in designing and executing district-wide systems to improve student achievement; communicate effectively with school boards and other constituents to develop and execute policies; and lead comprehensive long-range planning, informed by multiple data sources. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5418: Administrative Theory in Education

Activity Code: NYC-25-004-025

Sub Title: EDU 5418

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course develops understanding of theories of leadership as they apply to educational settings and builds leadership abilities in articulating a vision with accompanying goals and objectives, planning the implementation of the vision, and incorporating multiple perspectives and alternative points of view, which include differentiated instruction and strategies for diverse populations. The development of a personal plan for improvement is emphasized. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5499: SBL Capstone Course

Activity Code: NYC-25-004-027

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5650: School Based Data Analysis

Activity Code: NYC-25-004-028

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5651: School Community Relations in Education

Activity Code: NYC-25-004-XXX

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

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

Activity Code: NYC-25-004-029

Sub Title: EDU 5743

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: Building upon the framework of 21st Century Shared Leadership model, the course focuses on developing human capital to improve teacher and staff effectiveness and student achievement. The course will investigate professional learning communities, recruitment and retaining teachers/staff, mentoring plans, professional development, coaching, and educational policies. Global initiatives are explored through the connection of local, state and federal agendas. Those “lenses” that are specified and explicated by students within the course place a major emphasis on improving leadership practices through the analysis of case studies, panel discussions, teamwork, video reviews and simulations

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

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

Activity Code: NYC-25-004-030

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5791: Legal Aspects of the Administration of Schools

Activity Code: NYC-25-004-031

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5811: Administration and Supervision of Services for Diverse Students

Activity Code: NYC-25-004-032

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5950: School Building Leader Internship

Activity Code: NYC-25-004-033

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]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM -	ONLINE

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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ST. JOHN'S UNIVERSITY

Activity Name: EDU 7708: Trends and Techniques in the Evaluation of Programs

Activity Code: NYC-25-004-034

Sub Title: EDU 7708

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course will provide information about approaches to formative and summative program evaluation. It will include the establishment of evaluation criteria and standards, data gathering and analysis techniques, utilization of evaluation data, criteria for judging evaluations, and ethical issues in program evaluation. Case studies will be used to illustrate application of theoretical issues in evaluation to practical situations.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
06/02/2025	12:00AM - 12:00PM	ONLINE
07/08/2025	12:00AM - 12:00PM	ONLINE
