



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF EDUCATOR QUALITY – EDUCATOR PREPARATION

**SCHOOL LEADER, GRADES K-12**

EDUCATOR PREPARATION PROGRAM NAME <b>Missouri Southern State University</b>	EDUCATOR PREPARATION PROGRAM CODE <b>143143</b>
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**INSTRUCTIONS**

Please complete Educator Preparation Program (EPP) Name & EPP Code above.

**Certification Requirements**

- **Course Number** – List the course number(s) for the course(s) or groups of competencies that align with the specific section of the requirements. It is possible to have more than one course or group listed.
- **Course Title** – List the course title(s) for the course(s) or groups of competencies that align with the specific section of the requirements. It is possible to have more than one course or group listed.
- **Semester Hours** – List the number of semester hours for each specific section. It is possible to use decimals (to the nearest tenth) to indicate partial use of a course to meet a requirement. The total number of semester hours must meet or exceed the minimum required number of semester hours.

Email the completed cover sheet, curriculum matrix, and advising/program information to [DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov) on or before the date established in the Transition Plan.

QUESTIONS: Contact Educator Preparation, 573-751-1668 or [DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov)

**A. Professional Requirements (Minimum of 26 semester hours)**

Coursework must be at the graduate level and fall within the following five (5) domains

	Course Number	Course Title	Semester Hours
<b>1. Visionary School Leadership</b>			
a. Understands the importance of a vision and can demonstrate how it relates to the context and culture of the school community	EDUC 607	Leadership Capstone	3 3 2
	EDUC 627	School Supervision	
	EDUC 633	Administration Leadership	
	EDUC 672	K12 School Administration	
	EDUC 668	Internship I in Elem. School Administration	
	or	or	
	EDUC 669	Internship I in Sec. School Administration	
	EDUC 670	Internship II in Elem. School Administration	
	or	or	
	EDUC 671	Internship II in Sec. School Administration	
b. Understands and can communicate the importance of all stakeholders knowing the collective mission, vision, and core values	EDUC 607	Leadership Capstone	
	EDUC 627	School Supervision	
	EDUC 633	Administration Leadership	
	EDUC 672	K12 School Administration	
	EDUC 668	Internship I in Elem. School Administration	
	or	or	
	EDUC 669	Internship I in Sec. School Administration	
	EDUC 670	Internship II in Elem. School Administration	
	or	or	
	EDUC 671	Internship II in Sec. School Administration	
c. Understands and can demonstrate how multiple sources of data are connected to a mission, vision, core values, and the legal and ethical handling of information	EDUC 607	Leadership Capstone	3 3 3 3 3 3 3 3 3 3 3 3 3 3
	EDUC 623	Ethics & Policy in School Leadership	
	EDUC 630	Assessment of Student Learning	
	EDUC 633	Administration Leadership	
	EDUC 635	School Law	
	EDUC 640	Curriculum Construction	
	EDUC 650	Research Design	
	EDUC 672	K12 School Administration	
	EDUC 668	Internship I in Elem. School Administration	
	or	or	
	EDUC 669	Internship I in Sec. School Administration	
	EDUC 670	Internship II in Elem. School Administration	
	or	or	
	EDUC 671	Internship II in Sec. School Administration	

<b>2. Instructional School Leadership</b>			
a. Understands standards and can demonstrate how they apply to horizontal and vertical alignment of local curricula and content areas	EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
b. Understands a variety of research-based instructional practices and can demonstrate how to appropriately match learning content	EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 650 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
c. Understands and engages in meaningful feedback related to teacher professional growth	EDUC 603 EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	3
d. Understands and demonstrates how to assess student learning using a variety of formal and informal assessments	EDUC 607 EDUC 630 EDUC 633 EDUC 640 EDUC 650 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone Assessment of Student Learning Administration Leadership Curriculum Construction Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
e. Engages in and demonstrates meaningful observation and feedback related to effective instructional practice	EDUC 603 EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	

f. Understands and can demonstrate multiple strategies for analyzing data to inform the instructional process	EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 650 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
g. Understands the principles of adult learning and demonstrates how these help develop teacher capacity	EDUC 603 EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
	<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
<b>3. Managerial School Leadership</b>			
a. Knows and can demonstrate how a safe and functional school facility and grounds support student learning	EDUC 603 EDUC 607 EDUC 623 EDUC 633 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership Administration Leadership Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
b. Understands and can demonstrate how to evaluate routines, procedures, and schedules to support the school environment	EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
c. Understands the tools and can demonstrate the skills required to determine key attributes of effective personnel and the legal and ethical decisions impacting evaluation	EDUC 603 EDUC 607 EDUC 623 EDUC 633 EDUC 635 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership Administration Leadership School Law K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	

<p>d. Understands and can demonstrate the necessity of establishing and communicating clear expectations, guidelines, and procedures, which respect the rights of all staff and students</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 635 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership School Supervision Administration Leadership School Law K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>e. Understands and can demonstrate the role of observation, feedback, and intervention for improving or removing personnel</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>f. Is knowledgeable of and can reflectively evaluate and communicate legal and ethical requirements regarding personnel records and reports</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 635 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership Administration Leadership School Law K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>g. Understands and can communicate the legalities of how a school budget works and the major sources of revenue available to support school goals and priorities</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 635 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership School Supervision Administration Leadership School Law Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>h. Understands and can communicate how non-fiscal resources support school goals and priorities</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	

<b>4. Relational School Leadership</b>			
a. Knows how and why analysis of student demographics is used to determine the overall diversity of a school and can explain its impact on the teaching and learning process	EDUC 607 EDUC 623 EDUC 630 EDUC 633 EDUC 640 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone Ethics & Policy in School Leadership Assessment of Student Learning Administration Leadership Curriculum Construction K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
b. Understands and can communicate the in-school and out-of-school strategies and resources available to support the welfare of each student	EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
c. Understands and can demonstrate how to build positive relationships in support of student learning and well-being	EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
d. Understands and can demonstrate the components of building effective relationships with staff and cultivating ethical behaviors in others	EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672  EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone Ethics & Policy in School Leadership School Supervision Administration Leadership K12 School Administration  Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
e. Understands and can demonstrate how to develop a culture of support and respect among staff	EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone Ethics & Policy in School Leadership School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	

f. Serves as a teacher leader and understands and demonstrates the importance of promoting teacher leadership	EDUC 607 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Leadership Capstone School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
g. Understands and can communicate a variety of strategies and legal implications for building relationships with families	EDUC 603 EDUC 607 EDUC 623 EDUC 633 EDUC 635 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership Administration Leadership School Law K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
h. Recognizes the importance of and can demonstrate how to build positive relationships with other community stakeholders	EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership School Supervision Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
	<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
<b>5. Innovative School Leadership</b>			
a. Recognizes and can apply the knowledge, skills, and best practices that support continuous professional growth	EDUC 603 EDUC 607 EDUC 623 EDUC 627 EDUC 630 EDUC 633 EDUC 640 EDUC 650 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Ethics & Policy in School Leadership School Supervision Assessment of Student Learning Administration Leadership Curriculum Construction Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	
b. Understands and has the capacity to develop professional networks as a key element of professional growth	EDUC 603 EDUC 607 EDUC 633 EDUC 672 EDUC 668 or EDUC 669  EDUC 670 or EDUC 671	Foundations of School Administration Leadership Capstone Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration  Internship II in Elem. School Administration or Internship II in Sec. School Administration	

<p>c. Understands the importance of reflection and demonstrates a commitment to ongoing learning</p>	<p>EDUC 607 EDUC 630 EDUC 633 EDUC 650 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Leadership Capstone Assessment of Student Learning Administration Leadership Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>d. Understands and can demonstrate the importance of feedback for improving performance</p>	<p>EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>e. Understands and can demonstrate how time management is a key factor for maintaining a focus on school priorities</p>	<p>EDUC 607 EDUC 627 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Leadership Capstone School Supervision K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>f. Recognizes and can demonstrate that beliefs based on new knowledge and understandings are used as a catalyst for change</p>	<p>EDUC 607 EDUC 627 EDUC 630 EDUC 633 EDUC 635 EDUC 640 EDUC 650 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Leadership Capstone School Supervision Assessment of Student Learning Administration Leadership School Law Curriculum Construction Research Design K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<p>g. Demonstrates flexibility by being willing to vary an approach when circumstances change, and models ethical personal conduct</p>	<p>EDUC 603 EDUC 607 EDUC 623 EDUC 630 EDUC 633 EDUC 640 EDUC 672 EDUC 668 or EDUC 669</p> <p>EDUC 670 or EDUC 671</p>	<p>Foundations of School Administration Leadership Capstone Ethics &amp; Policy in School Leadership Assessment of Student Learning Administration Leadership Curriculum Construction K12 School Administration Internship I in Elem. School Administration or Internship I in Sec. School Administration</p> <p>Internship II in Elem. School Administration or Internship II in Sec. School Administration</p>	
<b>Professional Requirements - Total Semester Hours</b>			<b>26</b>

<b>B. Field and Clinical Experiences (3 semester hours with a minimum of 300 clock hours)</b>				
	<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>	
<b>Clinical Experiences must contain the following:</b> 1. Major clinical experience in either an elementary or secondary school placement for a minimum of two hundred (200) clock hours divided into the required number of hours per leadership domain; 2. Minor clinical experience in either an elementary or secondary school placement for a minimum of fifty (50) clock hours divided into the required number of hours per leadership domain; and 3. Fifty (50) clock hours completed at the discretion of the program and candidate divided among the leadership domains	EDUC 607	Leadership Capstone	2	
	EDUC 668 or EDUC 669	Internship I in Elem. School Administration or Internship I in Sec. School Administration	1	
	EDUC 670 or EDUC 671	Internship II in Elem. School Administration or Internship II in Sec. School Administration	1	
	<b>Field and Clinical Experiences - Total Semester Hours</b>			<b>4</b>

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966 email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).