



**SCHOOL LEADER, GRADES K-12**

EDUCATOR PREPARATION PROGRAM NAME <b>Northwest Missouri State University</b>	EDUCATOR PREPARATION PROGRAM CODE <b>118118</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 grouplisted.
- 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 grouplisted.
- 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	61-622 or 61-630/730 or 61-686/786	Visionary School Leadership or Foundations of Administration or The Principalship	3
b. Understands and can communicate the importance of all stakeholders knowing the collective mission, vision, and core values	61-623 or 61-681 or 61-649 or 61-570	Relational School Leadership or School and Community Relations or Issues in Education or The Middle School	3
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	61-641 or 61-682/3 or 61-723 61-665	Data Literacy and Assessment for Schools or Improvement Through Action Research or Writing and Interpreting Statistics School Law	3 3
<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	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
b. Understands a variety of research-based instructional practices and can demonstrate how to appropriately match learning content	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	3
c. Understands and engages in meaningful feedback related to teacher professional growth	61-627 or 61-631 or 61-624 or 61-633	Innovative School Leadership or School Supervision or Instructional School Leadership or Curriculum Design	
d. Understands and demonstrates how to assess student learning using a variety of formal and informal assessments	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
e. Engages in and demonstrates meaningful observation and feedback related to effective instructional practice	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
f. Understands and can demonstrate multiple strategies for analyzing data to inform the instructional process	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
g. Understands the principles of adult learning and demonstrates how these help develop teacher capacity	61-624 or 61-633 or 61-667 61-665	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum School Law	

	Course Number	Course Title	Semester Hours
<b>3. Managerial School Leadership</b>			
a. Knows and can demonstrate how a safe and functional school facility and grounds support student learning	61-626 or 61-686/786	Managerial School Leadership or The Principalship	
b. Understands and can demonstrate how to evaluate routines, procedures, and schedules to support the school environment	61-626 or 61-686/786	Managerial School Leadership or The Principalship	3
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	61-642 or 61-569 or 61-649 or 61-631/731 or 61-627 or 61-665	Multicultural Education For Diversity Equity and Inclusion or Multiculturalism in Education or Issues in Education or School Supervision or Innovative School Leadership School Law	
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	61-626 or 61-686/786	Managerial School Leadership or The Principalship	
e. Understands and can demonstrate the role of observation, feedback, and intervention for improving or removing personnel	61-665	School Law	
f. Is knowledgeable of and can reflectively evaluate and communicate legal and ethical requirements regarding personnel records and reports	61-665	School Law	
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	61-626 or 61-686/786 or 61-665	Managerial School Leadership or The Principalship School Law	
h. Understands and can communicate how non-fiscal resources support school goals and priorities	61-622 or 61-630/730 or 61-686/786 or 61-695	Visionary School Leadership or Foundations of Administration or The Principalship or Philosophy of Education	
<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	61-623 or 61-681 or 61-630/730 or 61-569 or 61-665	Relational School Leadership or School and Community or Foundations of Administration or Multiculturalism in Education School Law	
b. Understands and can communicate the in-school and out-of-school strategies and resources available to support the welfare of each student	61-623 or 61-681 or 61-649 or 61-570 or 61-667	Relational School Leadership or School and Community Relations or Issues in Education or The Middle School or Practicum for a Guaranteed and Viable Curriculum	3
c. Understands and can demonstrate how to build positive relationships in support of student learning and well-being	61-623 or 61-681 or 61-630/730 or 61-569 or 61-665	Relational School Leadership or School and Community or Foundations of Administration or Multiculturalism in Education School Law	
d. Understands and can demonstrate the components of building effective relationships with staff and cultivating ethical behaviors in others	61-626 or 61-686/786	Managerial School Leadership or The Principalship	
e. Understands and can demonstrate how to develop a culture of support and respect among staff	61-623 or 61-681 or 61-630/730 or 61-569 or 61-665	Relational School Leadership or School and Community or Foundations of Administration or Multiculturalism in Education School Law	
f. Serves as a teacher leader and understands and demonstrates the importance of promoting teacher leadership	61-623 or 61-681 or 61-627 or 61-631/731	Relational School Leadership or School and Community Relations or Innovation School Leadership or School Supervision	
g. Understands and can communicate a variety of strategies and legal implications for building relationships with families	61-623 or 61-681 or 61-649 or 61-570	Relational School Leadership or School and Community Relations or Issues in Education or The Middle School	
h. Recognizes the importance of and can demonstrate how to build positive relationships with other community stakeholders	61-623 or 61-681 or 61-649 or 61-570 or 61-686/786	Relational School Leadership or School and Community Relations or Issues in Education or The Middle School or The Principalship	

	Course Number	Course Title	Semester Hours
<b>5. Innovative School Leadership</b>			
a. Recognizes and can apply the knowledge, skills, and best practices that support continuous professional growth	61-627 or 61-631/731 61-665	Innovative School Leadership or School Supervision School Law	3
b. Understands and has the capacity to develop professional networks as a key element of professional growth	61-626 or 61-686/786	Managerial School Leadership or The Principalship	
c. Understands the importance of reflection and demonstrates a commitment to ongoing learning	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
d. Understands and can demonstrate the importance of feedback for improving performance	61-624 or 61-633 or 61-667	Instructional School Leadership or Curriculum Design or Practicum for a Guaranteed and Viable Curriculum	
e. Understands and can demonstrate how time management is a key factor for maintaining a focus on school priorities	61-626 or 61-686/786	Managerial School Leadership or The Principalship	
f. Recognizes and can demonstrate that beliefs based on new knowledge and understandings are used as a catalyst for change	61-627 or 61-631/731	Innovative School Leadership or School Supervision	
g. Demonstrates flexibility by being willing to vary an approach when circumstances change, and models ethical personal conduct	61-642 or  61-569 or 61-649 or 61-631/731 or 61-627 61-665	Multicultural Education For Diversity Equity and Inclusion or Multiculturalism in Education or Issues in Education or School Supervision or Innovative School Leadership School Law	3
***All courses can only be used once to fulfill credit requirements <b>Professional Requirements - Total Semester Hours</b>			<b>27</b>
<b>B. Field and Clinical Experiences (3 semester hours with a minimum of 300 clock hours)</b>			
	Course Number	Course Title	Semester Hours
<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;	61-739 and 61-741 or 61-668 or 61-693 and  61-694 or	Internship in Elementary Administration and Internship in Secondary Administration or Practicum in School Leadership – K-12 or Practicum in Secondary School Administration & Supervision and Practicum Elementary School Administration and Supervision or	1-4 1-4 3 1-4 1-4
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	61-742	Practicum in School Leadership K-12	3
3. Fifty (50) clock hours completed at the discretion of the program and candidate divided among the leadership domains			
<b>Field and Clinical Experiences - Total Semester Hours</b>			<b>3</b>

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