



CAREER & TECHNICAL EDUCATION ADMINISTRATOR, GRADES 7-12

EDUCATOR PREPARATION PROGRAM NAME University of Central Missouri	EDUCATOR PREPARATION PROGRAM CODE 121121
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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 on or before the date established in the Transition Plan.

QUESTIONS: Contact Educator Preparation, 573-751-1668 or 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
1. Visionary School Leadership			
a. Understands the importance of a vision and can demonstrate how it relates to the context and culture of the school community	CTE 4110/5110 AND CTE 5150	Foundations of Career & Technical Education Intro to CTE Administration	.2 .1
b. Understands and can communicate the importance of all stakeholders knowing the collective mission, vision, and core values	CTE 5140 AND CTE 5150	Organization & Admin of CTE Intro to CTE Administration	.2 .1
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	CTE 5900 OR CTE 6100 OR EDAD 5960 OR EDAD 6960	Introduction to Research Quantitative Analysis & Interpretation Data Analysis for School Leaders Research Problems	1.0
d. Knows the importance of utilizing employment trends and forecasting data to improve and expand Career and Technical Education (CTE) programming	CTE 5140	Organization & Admin of CTE	.2
e. Understands the importance of using common criteria and quality indicator (CCQI) of high quality CTE	CTE 5150	Intro to CTE Administration	.2
f. Understands how the history and philosophy of CTE impacts leadership in CTE	CTE 4110/5110	Foundations of Career & Technical Education	.2
2. Instructional School Leadership			
a. Understands standards and can demonstrate how they apply to horizontal and vertical alignment of local curricula and content areas	CTE 4165/5265 AND CTE 5120/6020 OR EDAD 5310 OR EDFL 5320 OR EDFL 5410 OR CTE 5120	Performance Assessment in CTE Curriculum Development Theory in CTE Curriculum for School Leaders Curriculum Development & Assessment Adv. Curr. Dev. & Assessment Curriculum Development Theory in CTE	1.0 .75

f.	Is knowledgeable of and can reflectively evaluate and communicate legal and ethical requirements regarding personnel records and reports	CTE 5160/6060 OR EDAD 5120 OR EDAD 6120	Legal Issue in CTE School Law Advanced School Law	.75
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	CTE 5170/6070	Finance and Funding CTE	.3
h.	Understands and can communicate how non-fiscal resources support school goals and priorities	CTE 5170/6070	Finance and Funding CTE	.3
i.	Utilizes CCQI to develop, evaluate, expand, and improve local CTE programs, including CTSOs and business, industry, and workforce partnerships	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .1 .1
j.	Assesses stakeholder needs for CTE program budget development, implementation, and oversight	CTE 5140 AND CTE 5170/6070	Organization & Admin of CTE Finance and Funding CTE	.1 .3
k.	Understands CTE financial management, including funding mechanisms, financial management system, CTE grants and requirements, and CTE financial coding	CTE 5170/6070	Finance and Funding CTE	.3
l.	Understands the impact of local, state, and federal legislation on CTE program management	CTE 5150 AND CTE 5170/6070	Intro to CTE Administration Finance and Funding CTE	.2 .3
m.	Develops teacher and staff capacity to monitor budgets, implement program standards and curriculum, meet certification requirements, follow school policies, and manage CTSOs	CTE 5150 AND CTE 5170/6070	Intro to CTE Administration Finance and Funding CTE	.2 .3
4. Relational School Leadership				
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	CTE 5150 AND CTE 5900 OR CTE 6100 OR EDAD 5960 OR EDAD 6960	Intro to CTE Administration Introduction to Research Quantitative Analysis & Interpretation Data Analysis for School Leaders Research Problems	.1 1.0
b.	Understands and can communicate the in-school and out-of-school strategies and resources available to support the welfare of each student	CTE 4110/5110 AND CTE 5150	Foundations of Career & Technical Education Intro to CTE Administration	.2 .1
c.	Understands and can demonstrate how to build positive relationships in support of student learning and well-being	CTE 5140 AND CTE 5150	Organization & Admin of CTE Intro to CTE Administration	.2 .1
d.	Understands and can demonstrate the components of building effective relationships with staff and cultivating ethical behaviors in others	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .2 .1
e.	Understands and can demonstrate how to develop a culture of support and respect among staff	CTE 4110/5110 AND CTE 5150	Foundations of Career & Technical Education Intro to CTE Administration	.2 .2
f.	Serves as a teacher leader and understands and demonstrates the importance of promoting teacher leadership	CTE 5140 AND CTE 5150	Organization & Admin of CTE Intro to CTE Administration	.2 .2
g.	Understands and can communicate a variety of strategies and legal implications for building relationships with families	CTE 5150 AND CTE 5160/6060 OR EDAD 5120 OR CTE 6120	Intro to CTE Administration Legal Issues in CTE School Law Advanced School Law	.1 .75
h.	Recognizes the importance of and can demonstrate how to build positive relationships with other community stakeholders	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .2 .1
i.	Understands and can demonstrate the importance of building positive relationships with other community stakeholders, especially with CTE advisory committees and business/industry/workforce partners	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .2 .1

j.	Understands the unique needs of a CTE teacher who transitions from business/industry/workforce to the classroom	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .2 .1
k.	Understands and can demonstrate the importance of building positive relationships with legislators and state agency staff	CTE 4110/5110 AND CTE 5140 AND CTE 5150 AND CTE 5170/6070	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration Finance and Funding CTE	.2 .1 .1 .2
		Course Number	Course Title	Semester Hours
5. Innovative School Leadership				
a.	Recognizes and can apply the knowledge, skills, and best practices that support continuous professional growth	EDAD 5130	School Supervision	.5
b.	Understands and has the capacity to develop professional networks as a key element of professional growth	CTE 5140 AND CTE 5150	Organization & Admin of CTE Intro to CTE Administration	.2 .1
c.	Understands the importance of reflection and demonstrates a commitment to ongoing learning	CTE 4110/5110 AND CTE 5150	Foundations of Career & Technical Education Intro to CTE Administration	.2 .1
d.	Understands and can demonstrate the importance of feedback for improving performance	EDAD 5130	School Supervision	.5
e.	Understands and can demonstrate how time management is a key factor for maintaining a focus on school priorities	CTE 5140 AND CTE 5150 AND CTE 5170/6070	Organization & Admin of CTE Intro to CTE Administration Finance and Funding CTE	.2 .1 .2
f.	Recognizes and can demonstrate that beliefs based on new knowledge and understandings are used as a catalyst for change	CTE 5900 OR CTE 6100 OR EDAD 5960 OR EDAD 6960	Introduction to Research Quantitative Analysis & Interpretation Data Analysis for School Leaders Research Problems	1.0
g.	Demonstrates flexibility by being willing to vary an approach when circumstances change, and models ethical personal conduct	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .2 .1
h.	Recognizes and demonstrates how business/industry/workforce partnerships influence or accelerate CTE program enhancement	CTE 5140 AND CTE 5150 AND CTE 5170/6070	Organization & Admin of CTE Intro to CTE Administration Finance and Funding CTE	.2 .1 .3
i.	Understands and can communicate the unique professional development needs of a CTE teacher who transitions from business/industry/workforce to the classroom	CTE 4110/5110 AND CTE 5140 AND CTE 5150	Foundations of Career & Technical Education Organization & Admin of CTE Intro to CTE Administration	.2 .1 .1
Professional Requirements - Total Semester Hours				27

B. Field and Clinical Experiences (3 semester hours with a minimum of 300 clock hours)			
	Course Number	Course Title	Semester Hours
<p>1. The field and clinical experience in Career and Technical Education Administration shall include: placements in which candidates have the opportunity to observe the importance and implementation of a school's vision, mission, and goals; focus on teaching and student learning; effective management of organizational systems; importance of collaborating with families and stakeholders; maintaining ethical standards and integrity; and the role of continuous improvement through professional development. The experience will provide the candidate with the opportunity to lead and direct specific activities. Candidates are active participants completing required assignments, and, as requested, working with students, faculty, staff, and stakeholders while under the supervision of the on-site and preparation program supervisors.</p> <p>2. The candidate must log a total of three hundred (300) clock hours in the major experience, divided among the five required leadership domains.</p>	CTE 5022	Administration Internship: Candidates complete one semester of CTE-specific practicum experiences under the direction of a UCM instructor and on-site supervisor. Min. 225 hours.	3
	MCCTA Mentoring	MCCTA New CTE Director Mentoring Program. Two year program requiring new CTE directors (protégés) to interact with experienced CTE directors (non credit, non-transcripted) Min. 75 clock hours	Non-credit
Field and Clinical Experiences - Total Semester Hours			3

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), 6th 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.