SCHOOL ADMINISTRATION, RANK 1 (121)

Program Coordinator
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The School Administration, Rank I program is specific to the concentration selected (concentration codes shown in parentheses below). The 30-hour programs align with Kentucky EPSB requirements and may not be recognized by other states.

Director of Pupil Personnel Services (KDP1 and KDP2)

This program leads to eligibility for administrative certification as a Level 1 and 2 Director of Pupil Personnel (DPP) and a Rank I.

Director of Special Education (KDS1 and KDS2)

This program leads to eligibility for administrative certification as a Level 1 and 2 Director of Special Education (DOSE) and a Rank I.

Supervisor of Instruction (ILV1 and ILV2)

This program leads to eligibility for administrative certification as a Level 1 and 2 Supervisor of Instruction (SOI) and a Rank I.

School Principal (KP1 and KP2)

This program leads to eligibility for administrative certification as a Level 1 and 2 Principal and a Rank I.

Alternative Route

WKU also offers an EPSB-approved alternative route to principal certification, with eligibility and application procedures as follows:

1. Candidates must apply to WKU Graduate Studies for admission to the university - https://www.wku.edu/graduate/.
2. Candidates should contact the School of Leadership and Professional Studies for program-specific application and admissions guidelines by calling 270-745-4890.
3. After admission to WKU Graduate Studies and the program, the candidate will work with an advisor to submit a program of study to the Office of Professional Educators Services for approval.
4. A letter is then issued by WKU stating that the student is currently enrolled in the principal program; at this time, the candidate may be offered a principal or assistant principal position by a district and is eligible to participate in the alternative route program.
5. If the candidate is offered the position, the district superintendent must provide written verification of employment to WKU and the candidate.
6. The candidate will email employment verification to the School of Leadership and Professional Studies and submit a CA-TP to the Office of Professional Educator Services.
7. The School of Leadership and Professional Studies will issue the student a mentor agreement to be completed by the student, the student's university mentor, and the student's district mentor. This can be emailed to teacher.certification@wku.edu.
8. The Office of Professional Educator Services will sign and verify the candidate's enrollment in the alternate route to the principal certification program. The completed application will be uploaded to EPSB. The student will be notified when their certificate is ready to download/print.
9. The student must request that an electronic transcript be sent directly to EPSB. The transcript request can be completed through TOPNET. All transcript request questions need to be directed to the registrar's office.

Admission Requirements

Admission to the School Administration, Rank I program is specific to the concentration selected (concentration codes shown in parentheses below).

Director of Pupil Personnel Services (KDP1 and KDP2)

- Current, valid teaching certificate
- Three years of full-time appropriate teaching experience
- Master's degree or Rank 2 from an accredited institution
- 3.0 GPA or above for all graduate coursework
- Letter of reference and support from supervisor
- Program admissions application

Director of Special Education (KDS1 and KDS2)

- Current, valid teaching certificate for exceptional children or as a school psychologist
- Three years of full-time teaching experience with exceptional children or as a school psychologist
- Master's degree or Rank 2 from an accredited institution
- 3.0 GPA or above on all graduate coursework
- Letter of reference and support from supervisor
- Program admissions application

School Principal (KP1 and KP2)

- Current, valid teaching certificate
- Three years of full-time, appropriate teaching experience
- Master's degree or Rank 2 from an accredited institution
- GPA of 3.0 or higher on all graduate work
- Letter of reference and support from supervisor
- Program admissions application including leadership statement and essay

Supervisor of Instruction (ILV1 and ILV2)

- Current, valid teaching certificate
- Three years of full-time appropriate teaching experience
- Master's degree or Rank 2 from an accredited institution
- GPA of 3.0 or higher on all graduate work

- Letter of reference and support from supervisor

- Program admissions application

Program Requirements (30 hours)

Program requirements for the School Administration, Rank I program are specific to the concentration selected (concentration codes shown in parentheses below).

Completing a planned Fifth/Sixth-Year program may not be counted by states other than Kentucky in determining pay status. The Director of Pupil Personnel Services position is unique to Kentucky, and Kentucky's manifestation is not found in other places. Other states may seek a counseling or social work background for student services, not a Director of Pupil Personnel Services with attendance duties as in Kentucky.

Filing a TC-1 requesting Rank I requires completion of a minimum of 60 semester hours of graduate credit including the master's degree. Within these total hours, the student must complete the required professional courses as outlined in a planned program designed to provide the student with appropriate administrative competencies and courses required for certification.

Director of Pupil Personnel (KDP1 and KDP2)

Code	Title	Hours
Required Courses		
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 605	Leading a Community of Learners	3
EDAD 606	Leading Learning Systems	3
EDAD 608	Resource Management for Equitable Outcomes	3
EDAD 583	Accounting for Pupil Personnel	3
SPED 516	The Exceptional Child: Perspectives and Issues for Educational Leaders	3
EDAD 686	District-level Supervision	3
EDAD 610	Clinical Experiences in Educational Administration	3
Total Hours		**30**

Director of Special Education (KDS1 and KDS2)

Code	Title	Hours
Required Courses		
EDAD 602	Introduction to School Leadership	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 605	Leading a Community of Learners	3
or SPED 612	Collaboration between Schools and Stakeholders for Individuals with Disabilities	
or EDAD 612	Collaboration between Schools and Stakeholders for Individuals with Disabilities	
EDAD 606	Leading Learning Systems	3
EDAD 608	Resource Management for Equitable Outcomes	3
SPED 518	Seminar: Contemporary Challenges in Special Education	3
EDAD 686	District-level Supervision	3

Code	Title	Hours
SPED 630	Special Education Law and Finance	3
or EDAD 630	Special Education Law and Finance	
SPED 625	Practicum in the Administration of Special Education	3
EDAD 610	Clinical Experiences in Educational Administration	3
Total Hours		**30**

School Principal (KP1 and KP2)

A minimum of 30 semester hours is required; at least 15 hours must be WKU credit. Students must have previously completed a master's degree program, which would qualify for Rank II salary classification.

Code	Title	Hours
Required Courses		
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 605	Leading a Community of Learners	3
EDAD 606	Leading Learning Systems	3
EDAD 607	Developing Teacher Capacity	3
EDAD 608	Resource Management for Equitable Outcomes	3
EDAD 609	Leading School Improvement	3
EDAD 610	Clinical Experiences in Educational Administration	3
EDAD 597	Problems in Educational Administration and Supervision	3
Total Hours		**30**

Supervisor of Instruction (ILV1 and ILV2)

Code	Title	Hours
Required Courses		
EDAD 594	Leading Innovative Educational Programs	3
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 606	Leading Learning Systems	3
EDAD 607	Developing Teacher Capacity	3
EDAD 608	Resource Management for Equitable Outcomes	3
SPED 516	The Exceptional Child: Perspectives and Issues for Educational Leaders	3
EDAD 610	Clinical Experiences in Educational Administration	3
EDAD 686	District-level Supervision	3
Total Hours		**30**