

# CATHOLIC SCHOOL ADMINISTRATION CERTIFICATE

## Contact Information

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## Introduction/Overview

The Certificate in Catholic School Administration (CCSA) is a 10-semester-hour graduate program designed to provide a full year of content in mission-focused, organizational, and instructional leadership. The CCSA supports those educators interested in Catholic school administration and need a concentrated education in the distinctive mission and operations of Catholic schools. The overall objective of this certificate program is to educate, prepare, and form prospective and novice Catholic school leaders in effective Catholic school administration and leadership. Candidates receive a rigorous curriculum that includes Catholic school history, mission, law, ethics, budget, finance, operations, marketing, fundraising, admissions, personnel management, curriculum, and instruction. The four pillars of adult Catholic spirituality, technology, inclusion, and the development of a professional learning community give the foundation for each of the four courses of the program. The CCSA Program is offered in two modalities: a hybrid model and fully online.

## Program Outcomes

As a result of this program, candidates will:

- Practice critical reflection and contemplative practice that is grounded in a Catholic worldview and rooted in a well-formed Catholic identity
- Identify, develop, and articulate a clear and purposeful vision for integrating a positive Catholic culture, environment, and curriculum that is rooted in a school-wide mission and vision statement consistent with Catholic faith and religious values
- Examine and appraise Catholic school governance structures and transformational leadership models that provide direction, authority, and leadership in Catholic education
- Articulate an intellectually rigorous program of education infused with the Catholic faith and traditions that promotes student academic success and spiritual formation, fosters teacher professional growth, and emphasizes a culture of continuous improvement
- Identify, develop, and articulate a clear and purposeful vision of operational vitality through sustainable financial planning, human resource/personnel management, facilities maintenance and enhancement, contemporary communication practice, and institutional advancement strategies

## Program Admission Requirements

- Online Graduate Application
- Bachelor's Degree from a Regionally Accredited Institution
- Official Transcript from all Colleges/Universities Attended, including all Community/Junior Colleges
  - Applicants who completed an undergraduate/graduate degree outside of the United States of America:

- Official Transcript Evaluation from an approved evaluation agency that details content of coursework completed, degree equivalency, and cumulative GPA
- Official Transcript is still needed along with Transcript Evaluation
- Cumulative Undergraduate GPA of 3.0, or 3.05 in the last 60 Undergraduate Units, a 3.0 in at least 9 Graduate Units, or Completion of a Request for Exception to GPA Requirement
- Applicants whose citizenship is from a country where English is not the primary language:
  - TOEFL or IELTS or Duolingo English Test Minimum Scores (unless a High School Diploma or a Bachelor's Degree was obtained in the United States)
- Personal Statement of Intent
- 1 Letter of Recommendation
- Professional Resume

## Certificate Requirements

| Code                        | Title                                                      | Semester Hours |
|-----------------------------|------------------------------------------------------------|----------------|
| <b>Required Courses</b>     |                                                            |                |
| EDLA 6420                   | An Invitation to Lead                                      | 1              |
| EDLA 6430                   | Mission-Focused Spiritual Leadership in Catholic Education | 3              |
| EDLA 6431                   | Organizational Leadership in Catholic Education            | 3              |
| EDLA 6432                   | Instructional Leadership in Catholic Education             | 3              |
| <b>Total Semester Hours</b> |                                                            | <b>10</b>      |

## Additional Requirement

- Maintain a minimum overall GPA of 3.0 (B or better in all courses)