

TEXAS A&M UNIVERSITY-TEXARKANA

Department of Education Leadership



Superintendent Certification Program

STUDENT HANDBOOK

2020-2021

NOTE: This handbook is subject to change without prior notification and updates will be available in the Education Leadership Department. This handbook does not constitute a catalog and does not carry catalog privileges.



**Department of Education Leadership
Texas A&M University-Texarkana
7101 University Avenue
Texarkana, Texas 75503**

Future and Current Students:

Thank you for your interest in the online Education Leadership Superintendent Certification Program. We strive to provide you with the necessary skills that will prepare you to become an effective school superintendent within today's educational climate. Our online courses emphasize quality interactions between the instructor and student and are tailored to the demands of today's busy professional educator and graduate student.

This handbook includes the following information:

1. Admission procedures and requirements
2. Superintendent certification practicum requirements
3. TExES Examination process

Should you have any programmatic questions regarding the Superintendent Certification Program, please contact Dr. Kathy Lease, klease@tamut.edu or 903-334-6686.

Once again, we appreciate your interest in the Education Leadership Superintendent Certification Program at Texas A&M University-Texarkana.

College of Arts, Science, and Education

The online Education Leadership Superintendent Certification Program is led by experienced faculty dedicated to the mission and vision of the Texas A&M University-Texarkana and the College of Arts, Sciences, and Education.

College of Arts, Sciences, and Education Mission

We are a community of scholars who challenge each other to lives of inquiry.

Education Department Mission

Teach others to teach well.

Education Department Vision

Teach well.

Education Department Beliefs and Core Values

Good teaching is complex.
Good teaching is deeply reflective.
Good teaching can be replicated.
Good teachers continuously improve.

The Education Department Suite is located on the Texas A&M University-Texarkana campus in the University Center in Suite 260. The mailing address and other contact information are listed below.

Department of Education Leadership
Texas A&M University-Texarkana
7101 University Avenue, UC 260
Texarkana, Texas 75503

Department of Education Leadership

Superintendent Certification Program and Superintendent Certification Program Faculty

The faculty of the Education Leadership Superintendent Certification Program is composed of professional educators who bring their public school leadership experiences to the program. Along with being former or current school superintendents, our faculty has served in various leadership positions such as assistant/associate superintendents, coordinators, principals or assistant principals in school districts of various sizes and locations. Their field-based experiences, combined with active research agendas, provide exceptional learning opportunities for students who seek to become educational leaders committed to making a difference in schools, school districts, and local communities.

<p>Kathy Lease, EdD <i>Ad Interim</i> Associate Professor Education Leadership Superintendent Certification Program Coordinator Texas A&M University-Texarkana 903-334-6686 klease@tamut.edu</p>	<p>Rebeca Cooper, EdD Assistant Professor Education Leadership Texas A&M University-Texarkana 903-334-3011 rcooper@tamut.edu</p>
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Admission Process

Admission to the Superintendent Certification Program is a multi-part process requiring **two applications and an interview**. First, students must apply to Texas A&M University-Texarkana for admission to the non-degree seeking Superintendent Certification Program. Second, a separate application must be submitted to the Superintendent Certification Program through TK-20. Candidates for admission also complete an interview process either in person or online.

1. University Admission

[Click here to apply](#)

Complete the appropriate application and submit the processing fee.

The following items are also **required for university admission**:

- **Official Transcripts:** University policy forbids anyone from being fully accepted into a graduate degree program without first supplying the university with an official transcript from **every regionally accredited college/university the applicant attended**. It is important to note that ALL transcripts must come directly from the issuing institution and be official. Hand delivered transcripts must be in an unopened envelope sealed by the issuing institution. **To be accepted into the Superintendent Certification preparation programs, applicants must have a minimum graduate GPA of 3.00 from a regionally accredited institution.**
- **Principal Certification:** Applicants must furnish a valid principal certificate. In lieu of a principal certificate, the candidate may be allowed to substitute at least three creditable years of managerial experience in a public school district that includes responsibility for supervising or appraising faculty or staff, conducting district-level planning and coordination of programs, activities, or initiatives, and creating or maintaining a budget. The candidate must submit an application to Texas Education Agency staff for the substitution of managerial experience. TEA will notify the candidate in writing of approval or denial, and the letter of approval must be furnished to the University Certification Office at the time of application.
- ****International Students ONLY**:** In addition to the items above, international students will need official TOEFL scores (taken within the last two years), Foreign Credentialing Evaluations on all foreign colleges/universities attended, and clearance from the International Student Services Office.

An international student must have clearance from the International Student Services Office before an admission decision can be made. [Click here for information on international student application.](#)

2. Certification Office Application

Submit an application to our [TK20 system](#). When you submit this application, a non-refundable \$35 application fee will be added to your student account. You will:

- Submit official service records **and**
- Submit a principal certificate or a letter of approval from TEA allowing the substitution of managerial experience

3. Superintendent Program Admission

All candidates will complete an interview with Education Leadership faculty to assess leadership potential, oral communication skills, and managerial skills and competencies.

Once the screening process is complete and the admission requirements are met for the Superintendent Certification Program, applicants will be emailed an “Admission Letter.” Respond to the letter as instructed. The letter also notifies future students that a \$35 TEA assessment fee will be added to the student’s account. **Failure to pay this fee prior to the first day of instruction will result in an administrative drop.**

Certification Plan and Course Listings

The Texas A&M University-Texarkana Texas Superintendent Certification Preparation Program is aligned to the Texas Superintendent Standards and the Test Framework of the Texas Examination of Educator Standards (TExES) through four courses (12 SCH) including three content courses and a capstone course. Students participate in practicum experiences during both semesters of the program. All courses are delivered fully online with both synchronous and asynchronous meetings. Scheduling some time to meet online together allows for the creation of a community of learners. The 160-hour practicum must be completed in a Texas public school district. An additional 20 hours of participation in conferences or training is required. (**Note:** Faculty will assist out of state students in finding a suitable Texas district in which to conduct the practicum and identify appropriate conferences and/or training for Texas.) For more information, please contact Dr. Kathy Lease at klease@tamut.edu or 903-334-6686.

The fully online program is designed to be completed in two semesters, with new cohorts beginning each fall, spring, and summer semesters. The sequence of courses is provided below:

- First Semester:
 - EDLD 690 Executive Leadership
 - EDLD 694 Instructional Leadership
- Second Semester:
 - EDLD 698 Administrative Leadership
 - EDLD 691 Superintendent Leadership in Public Schools

The courses in the EDDL Superintendent Certification Program are focused on the roles and responsibilities of superintendents and are designed to prepare our students to pass the Superintendent (195) TExES exam and become a superintendent or central office administrator. The courses in this program are tightly aligned with the standards, domains, competencies, skills and knowledge required to be a successful superintendent in Texas.

Questions beyond the scope of this Handbook should be directed to the following departments and/or individuals.

Course enrollment, Registrar: Jana Boatright, registrar@tamut.edu

Graduate Studies Coordinator: Susan Gleason, sgleason@tamut.edu

Certification Coordinator: Katheryn Hartshorn, Katheryn.Hartshorn@tamut.edu

Superintendent Certification Program Coordinator: Dr. Kathy Lease, klease@tamut.edu

For specific questions regarding courses, please contact the course instructor or Dr. Kathy Lease, Superintendent Certification Program Coordinator.

The Superintendent Practicum

The Superintendent practicum, required by state law, is an integral part of the educational experience of the Superintendent Preparation Program. Students work on practicum experiences in an ISD throughout all courses. Documentation of academic experiences, experiential opportunities, and training/conference learnings are compiled in an electronic portfolio. Portfolio requirements document a tightly aligned curriculum allowing students to showcase their learning in all of the TExES standards, domains, and competencies, along with [ISTE standards for Education Leaders](#).

Procedures for Clearance to Take Superintendent (195) TExES Exam

Candidates will be limited to a total of five attempts to take the TExES certification test. The five attempts include the first attempt to pass the examination and four retakes. The Texas Education Agency (TEA) implemented this change to Texas Education Code §21.048 in response to House Bill 2205, 84th Texas Legislature, 2015.

Students who want to be approved for taking the SUPERINTENDENT (195) TExES exam must meet eligibility requirements specified in the TExES registration bulletin. In addition, Superintendent Certification students seeking to be eligible to take the certification exam must:

- Successfully complete ALL coursework, trainings, and conferences;
- AND**
- Pass the department Comprehensive Exam with a score of 80% or higher or a department approved alternate assessment with a score of 80% or higher;
- AND**

- Submit a portfolio demonstrating successful completion of all required practicum activities and training.

Once these criteria have been met, the student will receive formal permission to register for the TExES.

Clearance will only be provided for one testing attempt per request. Students seeking clearance for retakes may request remediation prior to retesting. Remediation is determined by the Superintendent Certification Program Coordinator, Dr. Kathy Lease.

State Board of Educator Certification Website

Please refer to the [State Board of Educator Certification](#) website to access general information that pertains to competencies for certificates, TExES tests, and current issues. Fees for professional certification are not under the control of TAMUT or the Department of Education Leadership. Specific information on the Superintendent (195) exam, study manual, and other supplemental information on the certification examination can be found [here](#).

These free resources will be utilized throughout the courses and also contain all the domains and competencies which are the theoretical framework upon which the Superintendent (195) TExES exam is built and provide multiple practice questions as well as answers.

Retention and Exit Policy

Educators and education leaders must show academic, dispositional, and professional characteristics worthy of students served. Texas A&M University-Texarkana Educator Preparation Programs require the following to maintain program admission:

- 2.8 Undergraduate GPA or 3.0 Graduate GPA
- No grades below “C” in major/professional development areas or Unsatisfactory in Practicum/Internship courses
- No violation of the university [Student Code of Conduct](#)
- No violation of the [TEA Educators’ Code of Ethics](#)

Complaint Policy

As defined by [TAC 228.70](#): a candidate or former candidate in an Educator Preparation Program (EPP), an applicant for candidacy in an EPP, an employee or former employee of an EPP, a cooperating teacher, a mentor, a Director of Educator Preparation Services in a school district, charter school, or private school may submit, in accordance with subsection (c)(1) of this section, a complaint about an EPP for investigation and resolution. Any of the persons previously mentioned may seek resolution without fear of retribution. Any current student at Texas A&M University-Texarkana must follow the current university policy listed in the student section of the University Rules and Procedures.

Formal Process for complaints against the EPP at Texas A&M-Texarkana must be submitted in accordance with the following procedures.

1. An individual may file a complaint by submitting a written letter regarding the complaint to the Education Preparation Program in writing. College Dean or designee will be available to answer questions regarding the submission of the complaint and provide assistance as needed.
2. College Dean or designee will coordinate the investigation of the complaint. The investigating officer will retain the original complaint submission.
3. The designated administrator will review the complaint and provide a written decision to the complainant and the Executive Officer overseeing the office or department named in the complaint within fifteen (15) business days of the administrator's receipt of the complaint. If additional time is needed for investigation and consideration of the complaint, the administrator will notify the complainant and their Executive Officer of the need for an extension and the date by which a decision will be made. Absent unusual circumstances, the extension should not be for more than fifteen (15) additional business days. The designated administrator will provide a written decision to the complainant and the Executive Officer overseeing the office or department named in the complaint within five (5) business days of receiving the decision.