SCHOOL ADMINISTRATION, RANK I (121)

Program Coordinator
Winifred L. Cohron, winnie.cohron@wku.edu, (270) 745-6143

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)
The Director of Pupil Personnel (DPP) is one of the two legally mandated positions for a school district. The DPP usually deals with such issues as student attendance, student conduct codes, school calendars, and student services.

School Principal (KP1)
The Principal Preparation Program is a certification program involving a minimum of 30 hours of studies beyond the master's degree. Completion of the Rank I program leads to eligibility for initial principal certification (Level I, KP1).

WKU also offers an EPSB approved Alternate Route to Principal Certification program as follows:

1. A local district superintendent must nominate a candidate for the Alternate Route to Principal Certification program at WKU. The letter of nomination must specifically state that the superintendent is recommending the candidate to the school council and will be employed for the coming academic year if selected by the school council.
2. Once the letter of nomination and a letter of application from the candidate are received, WKU will admit the candidate to the Alternate Route to Principal Certification program providing the candidate is accepted by the Graduate School.
3. WKU will provide the candidate with a letter stating that the candidate has been admitted to the Alternate Route to Principal Certification program making the candidate eligible to interview and accept a principal position. It should be noted that these candidates have the same eligibility status as any other candidate who has completed a regular certification program and already has the certification endorsement.
4. WKU will also notify the Office of Professional Educator Services that the candidate has been admitted to the Alternate Route to Principal Certification program.
5. If the candidate is offered the position, the superintendent must provide verification of employment to WKU and the candidate. WKU will assign the candidate an advisor, who will prepare the student's program. The candidate will submit the verification of employment and a TC-TP to the Office of Professional Educator Services. That office will sign and verify the enrollment of the candidate in the Alternate Route to Principal Certification program and return the TC-TP to the candidate. The candidate will then forward the TC-TP with the verification of employment as a principal (or assistant principal) and the appropriate fee payment.
6. EPSB will issue the candidate a two-year, Temporary Provisional Certificate for All Grades Principal. The candidate will have two-years to complete all requirements for the principal certification, after which the candidate receives a regular Provisional Certification.

Supervisor of Instruction (ILV1)
Applicants seeking certification for Supervisor of Instruction should be aware that reciprocity may not be offered by all states.

Concentration(s)
- Director of Pupil Personnel I (KDP1)
- Director of Pupil Personnel II (KDP2)
- Principal Level I (KP1)
- Superintendent (KST)
- Supervisor of Instruction Level I (ILV1)

Program Admission
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)
- Completion of at least three years full-time appropriate teaching experience
- Master's degree from an accredited institution
- 3.2 GPA or above for all graduate course work

School Principal (KP1)
- A master’s degree or Planned 5th Year Program
- Three years of documented teaching experience in a public school or a nonpublic school that meets the state performance standards as established in KRS 156.160
- A GPA of 3.0 or higher on all graduate work
- Complete a program admission packet requiring:
  - Letters of reference
  - Professional portfolio
  - Deficiency course assessments
  - School district agreement of support;
  - Be recommended based on an interview with district practitioners and department faculty

Supervisor of Instruction (ILV1)
- Completion of at least three years full-time appropriate teaching experience
- Master's degree from an accredited institution
- 3.2 GPA or above for all graduate course work

Please refer to the admission section (http://catalog.wku.edu/graduate/admission) of this catalog for Graduate School admission requirements.

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).

Director of Pupil Personnel Services (KDP1 and KDP2)

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<thead>
<tr>
<th>Code</th>
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EDFN 500  Research Methods  3
PSY 510  Advanced Educational Psychology  3
EDFN 576  Issues and Trends in Education  3
EDAD 640  Introduction to School Leadership  3
EDAD 583  Accounting for Pupil Personnel  3
EDAD 677  Legal Issues for Professional Educators  3
CNS 660  Organization and Administration of Guidance Services  3

**Electives**
Select one of the following:  3

- TCHL 530  Curriculum Development
- SPED 533  Seminar: Curriculum for Learning and Behavior Disorders
- SPED 535  Curriculum for Individuals with Moderate and Severe Disabilities
- EDAD 683  Leading Teaching and Learning
- GTE 537  Curriculum, Strategies, and Materials for Gifted Students
- IECE 530  Advanced IECE Curriculum Development

**Level II Requirements (6 hours)**

**Required Courses**

- EDAD 594  Seminar on Leadership: Auxiliary Programs in Education  3
- EDAD 642  Leveraging Community Systems and Resources  3

Total Hours  30

Completion of 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 seek a counseling or social work type 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.

**School Principal (KP1)**

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  INTRO 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 Leaders  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 the Principalship  6

Total Hours  30

**Supervisor of Instruction (ILV1)**

**Code**  **Title**  **Hours**

**Level I Requirements**

- EDFN 500  Research Methods  3
- PSY 510  Advanced Educational Psychology  3
- EDFN 576  Issues and Trends in Education  3
- EDAD 640  Introduction to School Leadership  3
- EDAD 684  Instructional Leadership  3
- EDAD 686  Principles of Supervision  3
- LTCY 519  Foundations of Literacy Instruction  3
- SPED 516  The Exceptional Child: Perspectives and Issues  3
- CNS 660  Organization and Administration of Guidance Services  3

**Electives**
Select two courses from the following:  6

- TCHL 530  Curriculum Development
- SPED 533  Seminar: Curriculum for Learning and Behavior Disorders
- SPED 535  Curriculum for Individuals with Moderate and Severe Disabilities
- EDAD 683  Leading Teaching and Learning
- EDAD 686  Leading Teaching and Learning
- GTE 537  Curriculum, Strategies, and Materials for Gifted Students
- IECE 530  Advanced IECE Curriculum Development

Total Hours  33

Filing a TC-1 requesting Rank I requires completion of a minimum of 60 semester hours of graduate credit including at least 30 hours beyond 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.

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