

Supervisory I Certificate Program Application

Applicant's Name _____ Penn State ID# _____

Address _____ Phone _____

EMPLOYING INSTITUTION:

Name _____

Address _____

Applicant's Present Position _____

(Check if yes)

- ☐ 1. I have attached documented evidence from three references stating potential leadership ability (see specialty area checksheets for specific references needed).
- ☐ 2. I have attached a copy of a valid Pennsylvania Level II* teaching certificate.
- ☐ 3. I have had three years certified professional experience but realize that a total of five years are required for the Supervisory I certificate. I have enclosed the **PDE 338V Affidavit of Experience** form.
- ☐ 4. I am willing to meet the specific program requirements for the Supervisory I certificate.
- ☐ 5. I have attached a copy of my official transcripts for academic work leading to the Baccalaureate degree and any Post-Baccalaureate and graduate level credits.

Applicant's Signature _____ **Date** _____

Please send this application to:

**Office of Certification and Education Services
The Pennsylvania State University
228 Chambers Building
University Park, PA 16802**

This application does not assure acceptance into the Supervisory I Certificate Program. The Department in which you wish to study makes the decision concerning your acceptance into the supervisory program. Both degree and certificate candidates must complete and file Graduate School applications forms for admittance into the Graduate School. If you were previously admitted by the graduate School for Continuing Education study, you must obtain the appropriate registration materials from the Graduate Enrollment Office, 114 Kern Building. (The fee need not be paid a second time.)

*A Level I certificate is acceptable for admission to the program, but in order to be recommended for the certificate, a Level II certificate must be provided.

**Penn State University
Supervisor of Curriculum and Instruction
Program Requirements**

A Supervisor of Curriculum and Instruction is a district-wide specialist in curriculum and instruction across the total grade organization and is responsible for performing the following duties;

- Supervising instruction and evaluating staff as designated by the school superintendent;
- Designing and developing curriculum, learning materials, and innovative programs;
- Conducting experimental instructional programs;
- Directing and conducting basic or applied research;
- Supervision of the integration of technology into curricular planning and instructional design;
- Supervision of educational technology specialist, whenever employed;

1. Admission Requirements

- A. Hold valid Instructional II Teaching Certificate.*
- B. Five years successful teaching experience as verified by a chief school administrator.
- C. Masters Degree in Education.
- D. A Completed Application for the Certificate Program.
- E. Two Professional Letters of Recommendation.
- F. Official Transcripts of Graduate and Undergraduate work.

Note: students may be admitted to the program before the Masters degree and/or five years teaching experienced and/or the Instructional II certificate have been acquired, but these conditions must be met before the certificate can be recommended.

*A Level I certificate is acceptable for admission to the program, but in order to be recommended for the certificate, a Level II certificate must be provided.

2. Exit Requirements and Capabilities

We are committed to educating supervisors of curriculum and instruction who have the knowledge, skills and dispositions necessary to enhance the quality of education for children and the quality of school life for all members of the school community. In order to be recommended for the certificate, candidates must demonstrate the following capabilities through coursework and the internship experience. Demonstration of these capabilities must be documented in the exit portfolio. Candidates must be able to:

Area A- Curriculum Development and Evaluation

1. Develop curriculum scope and sequence, including integrated curriculum, facilitate its implementation, and evaluate its effectiveness.
2. Monitor and assess student attainment of standards and curriculum goals at a programmatic level.
3. Evaluate the effectiveness of instructional methodologies and strategies in terms of their impact on student learning.

Area B – Supervision and Professional Development

4. Engage teachers in supervisory activities aimed at enhancing their self-reflection, problem-solving, and instructional effectiveness.
5. Identify professional development needs of individual teachers as well as the school as an organization.
6. Plan, implement and assess a variety of professional development activities to meet individual teacher as well as organizational needs and goals.

Area C- School Organizations

7. Understand the organizational structures and leadership behaviors that will promote the development of the school as a learning community.

Area D- Personnel Management and School Finance

8. Plan for the development of fiscal resources and personnel policies that will support curriculum development, staff development, and other strategies aimed at enhancing student learning.

Area E – Personal Characteristics and Dispositions

9. Communicate effectively and collaborate with professional colleagues, parents, students, community members, and others.
10. Exhibit a deep commitment to integrity, ethical behavior, diversity, and professionalism in all aspects of his/her work.

3. Coursework Requirements

A minimum of forty-two (42) graduate credits must be earned, exclusive of the internship, for the certificate. A minimum of fifteen credits must be earned at the Penn State University Park Campus. All credits must be earned with a grade of B or better.

Required Courses¹

Curriculum Development and Evaluation	CI 550 and C&S 551 or EDLDR 551
Supervision and Professional Development	C&S 562 and 563 or EDLDR 562 and 563
School Organizations	EDLDR 578 or EDLDR 597 (School Improvement)
Personnel Management	EDLDR 565
School Finance	EDLDR 579
Readings, Research and Projects in Curriculum and Instruction	CI 597
Internship in Supervision	CI 595

¹Equivalent courses or documented professional experiences may be substituted for required courses. The burden for establishing the equivalency of the substitute courses or experiences rests with the student. The certificate coordinator will make the final determination of equivalency. The 42-credit requirement, exclusive of the internship, still applies.

Recommended Courses

In some cases, students who have completed a carefully planned Masters Degree in Curriculum and Supervision or Educational Administration may find that they have completed all of the required courses for the certificate but may not have completed the 42 credit requirement. In such cases, the following courses are recommended for acquiring important knowledge, skills, and dispositions related to district-wide supervision:

Curriculum Development and Evaluation	C&S 553, 558 or EDLDR 553, 558
Supervision and Professional Development	CI 501 C&S 560, 564
School Organizations	EDLDR 533, 569
Personnel Management	EDLDR 574, 576
Finance	EDLDR 555, 573

4. Readings, Research and Projects in Curriculum and Instruction.

This course is completed late in the program leading to the certificate, typically immediately prior to or in conjunction with the internship. In consultation with the advisor, the candidate will undertake a series of readings, and projects designed to meet the candidate's individual needs. In general, readings and projects will focus on issues of interdisciplinary teaming, assessment and technology as well as any notable gaps in the candidate's knowledge or capabilities.

5. Internship in Curriculum and Instruction – CI 595

The candidate must participate in 360 total hours of practicum experiences designed to involve him/her in activities focused on curriculum development, implementation and evaluation, teacher supervision and professional development, and school improvement processes. At least 180 of these hours must be completed in the internship experience that culminates the certificate program. The internship will be arranged with a faculty supervisor in conjunction with an appropriately certificated administrator. During this culminating internship the candidate must register for at least three credits of CI 595. The remaining practicum hours may be completed in field based activities that are incorporated into the various courses in the program or in additional internship experiences in the schools.

6. Exit Portfolio

As a culminating activity for the Supervisor of Curriculum and Instruction Program, each candidate will develop a portfolio, either electronic or print based, that shows evidence that he/she has demonstrated the capabilities required of candidates for certification (see # 2 above). Portfolio development should begin early in the program and continue through the internship in consultation with the advisor. The final portfolio must be presented to the advisor before the candidate can be recommended for certification. One section of the portfolio must document the 360 hours of practicum experiences.

7. Test Requirement

Candidates must pass the PRAXIS Test for Supervisory Certificate Candidates before the Commonwealth of Pennsylvania will issue a certificate.