

**Administrative Specialist License  
Educational/Staff Personnel  
Educational Leadership K-12  
Kent State University  
(Plan of Study--36 hours)**

The administrative specialist license is valid for working in a central office or supervisory capacity. Two years of successful teaching experience under a professional teacher license is required. The Master's degree, with a core of coursework in Educational Leadership plus 9 additional hours in the specialty area, is required for this license. In addition, the candidate must earn the qualifying score of 220 on the [Ohio Assessments for Educators: Educational Leadership](#).

Date \_\_\_\_\_ Student's I.D.# \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

**Professional Requirements (3 credit hours)**

EVAL 65511\* Research in Educational Services (3) \_\_\_\_\_

**Educational Leadership Core (24 credit hours)**

EDLE 6/76526\* Fundamentals of Educational Administration (3) \_\_\_\_\_

EDLE 6/76529\* Leading for Social Justice (3) \_\_\_\_\_

EDLE 6/76518 School Law and Special Education (3) \_\_\_\_\_

EDLE 6/76544 Community Relations & Communication Skills (3) \_\_\_\_\_

EDLE 6/76542 Principles & Techniques of Supervision and Special Education (3) \_\_\_\_\_

EDLE 6/76492\*\* Internship in Educational Administration (3) \_\_\_\_\_

EDLE 6/76533 Central Office Administration (3) \_\_\_\_\_

EDLE 6/76747 Personnel (3) \_\_\_\_\_

**Specialization (9 credit hours)**

Required (3 credit hours)

HIED 6/76521 Employment Law (3) \_\_\_\_\_

Electives (select 2 from the following--6 credit hours)

MIS 64271 Human Resources Management (2)  
(also listed as B AD 6/77071) \_\_\_\_\_

B AD 6/74263 Employee Selection & Appraisal (3) \_\_\_\_\_

B AD 6/77010 Executive Communications (3) \_\_\_\_\_

EMBA 6/77043 Dynamics of Leadership for Executives (2) \_\_\_\_\_

\_\_\_\_\_ Other approved elective (3) \_\_\_\_\_