

Texas A&M University-Texarkana



Master of Education in Education Leadership (MEd) and Principal Certification Program

Revised Summer 2023

Texas A&M University-Texarkana
7101 University Ave
Texarkana, TX 75503
phone: 903.223.3000
fax: 903.223.3104



**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 (EDLD) Principal Certification Program. Whether you are pursuing the Master of Education in Education Leadership (MEd) degree with principal certification or principal certification-only, we strive to provide you with the necessary skills that will prepare you to become an effective school administrator 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.

Should you have programmatic questions regarding the master's degree or Principal Certification Program, please contact Dr. Trisha Gerrish Ray at Trisha.Ray@tamut.edu for assistance.

We appreciate your interest in Texas A&M University-Texarkana.

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.

Table of Contents

College of Arts, Science, and Education (CASE)	4
Department of Education Leadership Faculty	5
Admission Process	6
Degree Plans and Course Listings	8
Program Pillars and Standards.....	9
Principal Practicum (160 clock hours).....	10
Practicum Requirements	10
Practicum Evaluation.....	10
Site Supervisor	11
University Field Supervisor	11
Practicum Course Requirements	11
Certification Test Approval Procedures.....	13
Principal as Instructional Leader (TExES 268).....	13
Performance Assessment for School Leaders (PASL 368)	13
Retention and Exit Policy	14
Complaint Policy	14
Student Program Contact Information	15
Principal Certification Program Weblinks	16
Code Related to Principal Certification and Standards	16
Assessment Manuals.....	16
University Websites.....	16

College of Arts, Science, and Education (CASE)

The online Education Leadership master's degree and Principal Certification Program is led by experienced faculty dedicated to the mission and vision of Texas A&M University-Texarkana and the College of Arts, Science, and Education.

College of Arts, Science 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.

Department of Education Leadership
Texas A&M University, Texarkana
7101 University Avenue, UC 260
Texarkana, Texas 75503
University Number: 903-223-3000

Department of Education Leadership Faculty

The faculty of the Education Leadership Department are professional educators who bring their Texas public school leadership experiences to the program. Our faculty have served as assistant principals, principals, coordinators, directors, assistant superintendents, and superintendents in various school districts. Their field-based understandings combined with active research agendas make for the best possible learning opportunities as students seek to become educational leaders who will make a difference in schools, school districts, and local communities.

Trisha Gerrish Ray, EdD
Assistant Professor of Education Leadership
Principal Certification Program Coordinator
Tray@tamut.edu
903-334-6680

Rebeca Cooper, EdD, Chair of Education Leadership
Assistant Professor of Education Leadership
Rebeca.Cooper@tamut.edu

Sara Lawrence, PhD
Associate Professor of Educational Psychology
SLawrence@tamut.edu

Kathy Lease, EdD
Associate Professor of Education Leadership
KLease@tamut.edu

Mary Beth Womack, EdD
Assistant Professor of Education
MWomack@tamut.edu

Georgia Neuman, EdD
Adjunct Instructor
Current Principal-Medina Valley ISD
GNeuman@tamut.edu

Admission Process

The Department of Education Leadership offers a 30-hour Master of Education in Education Leadership (MEd) degree. This degree provides the foundation for the skills and knowledge required to prepare for the *Principal as Instructional Leader* (TExES 268) Certification Examination and the *Performance Assessment for School Leaders* (PASL 368). For students already holding a master's degree in education (or a related field), Texas A&M University-Texarkana offers a principal certification program consisting of 18-hours of coursework in addition to a continuous Professional Certificates Practicum course. The programs are offered online, supported with synchronous virtual learning classes for the convenience of our students.

Student admission to the master's degree with principal certification and/or certification-only program is a multi-part process.

1. Graduate School Admission

Students must apply to the Texas A&M University-Texarkana Graduate School for admission to the master's degree or non-degree seeking principal certification-only program. To apply for graduate studies, go to: <https://www.applyweb.com/texasamu/index.ftl>. Complete the appropriate application and submit the processing fee.

The following items are also required for the graduate school application.

- **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. (**Master's degree from a regionally accredited institution is required for the certification-only program.**) It is important to note that ALL transcripts come directly from the institution of record (mailed or hand delivered in an unopened envelope sealed by the issuing institution) and must be official. **To be accepted into the principal certification program, applicants must have a minimum overall undergraduate GPA of 3.00 or an overall 3.00 on a completed master's degree from a regionally accredited institution.**
- **International Students ONLY:** There are additional requirements for international students. In addition to the items above, graduate studies will need:
 - Official Test of English as a Foreign Language (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 to read all information on [Regulations for International Students](#).

More information regarding this program information can be found in the [Graduate Catalog](#).

2. Certification Office Application

Students must submit a separate application through Tk20 for the principal certification program. Submit an application to the [Tk20 system](#) by creating a free applicant account.

- Submit official service records
- Submit proof of a current valid teacher certification
- Complete the Principal Program Admission

3. Principal Program Interview

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

4. Letter of Support

All candidates must submit a form letter signed by the campus principal agreeing to support the student throughout the program. This includes opportunities to lead meetings, develop and lead campus initiatives, observe classrooms, and participate in the various authentic activities of a practicing principal. A form letter is available in the application.

Once the screening process is complete and you have met the admission requirements for the Principal Certification Program, you will be emailed an *Admission Letter* that you will need to respond to as instructed. The letter also notifies you that a \$35 Texas Education Agency assessment fee will be added to your student account. **Failure to pay this fee prior to the first day of instruction will result in an administrative drop.**

If you have program questions, please contact [Amy Miller](#) at 903-223-3044 or [Dr. Trisha Gerrish Ray](#) at 903-334-6680.

Degree Plans and Course Listings

Official degree plans are available in Degree Works. Students pursuing the 30-hour online Master of Education in Education Leadership with Principal Certification are encouraged to take ED 520, Research Literature and Techniques during the first 12 hours of coursework. The Education Leadership courses and pathways are shown in the following table.

Principal Certification Program Pathways		
<p>Students do not hold a master's degree.</p> <p style="text-align: center;">30 hours, 10 courses plus continuous practicum course</p>	<p>Students hold a master's degree in education or a related field and wish to earn a second master's degree.</p> <p style="text-align: center;">30 hours, 10 courses plus continuous practicum course</p>	<p>Students hold a master's degree in education or a related field and wish to seek principal certification-only.</p> <p style="text-align: center;">18 hours, 6 courses plus continuous practicum course</p>
<p>Education Leadership Courses</p> <ul style="list-style-type: none"> • ED 520 Research Literature and Techniques • EDLD 510 Curriculum Studies • EDLD 570 Texas School Law • EDLD 597 Special Topics 		
<p>Principal Certification Courses</p> <p>EDLD 531 Instructional Leadership* (3 Hours)</p> <p>EDLD 580 Data Analysis for Instructional Leadership (3 Hours)</p> <p>EDLD 567 Supervision of Instruction* (3 Hours)</p> <p>EDLD 574 Ethics, Equity, and Diversity (3 Hours)</p> <p>EDLD 525 Executive Leadership* (3 Hours)</p> <p>EDLD 540 Campus Strategic Operations (3 Hours)</p> <p>** Principal Practicum (each semester of enrollment in EDLD 531, EDLD 567, & EDLD 525)</p> <p>*EDLD 531 Instructional Leadership, EDLD 525 Executive Leadership, and EDLD 567 Supervision of Instruction must be completed through Texas A&M University-Texarkana as part of the Principal Certification core courses. No course substitution will be accepted. The courses may not be taken in the same semester.</p> <p>**The Principal Practicum will be ongoing throughout the certification program. The course is zero-credit and does not have a tuition cost.</p> <p>Students will submit their PASL assessment to the state during the spring or fall of the final semester of the program. The test is currently unavailable during the summer; students completing coursework in the summer must enroll in the Practicum course during the fall semester to complete test preparations and to submit the assessment.</p>		

Applicants seeking a master's degree occasionally request consideration of prior graduate coursework for the requirements of their master's degree. A maximum of 6 SCH of course work

outside of the University will be considered. EDLD 531, EDLD 525, and EDLD 567 are NOT transferable courses and must be retaken at A&M-Texarkana.

Courses are valid for up to five (5) years before graduation and program completion. Students will be required to retake courses older than five years prior to completing the program.

Students may begin the program in any semester.

Students hold an accepted master's degree and are seeking certification-only.

Program Pillars and Standards

Throughout the program students will complete authentic campus leadership activities and will document the activities through assignments. Students will demonstrate competencies aligned with the Texas standards for the *Principal as Instructional Leader* Certificate through engagement with administrative activities and responsibilities that are aligned with the Texas Education Agency Pillars:

1. Communication with Stakeholders
2. Curriculum Alignment
3. Diversity and Equity
4. Data-Driven Instruction
5. Hiring, Selection and Retention
6. Observation and Feedback
7. Professional Development
8. School Vision and Culture
9. Strategic Problem Solving

Instruction throughout the program will integrate theory and practice in preparation for the TExES 268 *Principal as Instructional Leader* assessment and the PASL by providing experience in developing and applying competencies associated with the domains of the test:

1. School Culture
2. Leading Learning
3. Human Capital
4. Executive Leadership
5. Strategic Operations
6. Ethics, Equity, and Diversity

The cumulative assignments will result in a *Principal Leadership Portfolio* (PLP). The PLP will be subject to review at various points in the program, upon course instructor request, or upon request by the Principal Certification Program Coordinator. Some campus-based activities within the PLP may be appropriate for students to document as part of the PASL tasks. Students may choose to select from the assignments when considering their PASL submission to the state.

A completed and approved PLP must be submitted to the Principal Certification Program Coordinator to receive authorization to register for the PASL. The PLP will serve as documentation of the student's authentic campus leadership activities.

Principal Practicum (160 clock hours)

The principal practicum, required by state law, is an integral part of the educational experience of the Principal Certification Program. Students must complete requirements for the Principal Practicum incurring a minimum of **160 clock hours** of authentic practicum experiences. The design of the practicum is to bridge the gap between theory and practice by building on the candidates' academic foundation with in-school experiential learning. The alignment of the practicum is congruent with the state standards, domains, and competencies.

Practicum Requirements

Students will automatically be enrolled in the Principal Practicum each semester of enrollment in the EDLD 525, EDLD 531, and EDLD 567.

Students in the practicum must be employed in an educational setting during the entirety of the course.

The practicum experiences are designed to be accrued throughout the entirety of the program. The Site Supervisor (mentor principal) will direct the campus activities and will interact meaningfully with the student concerning field experiences.

While most practicums are completed in public school settings, accredited private schools or charter school settings may be considered for approval. Permission must be obtained by the Principal Certification Program Coordinator.

Students must be enrolled in the final semester of the Practicum to receive authorization to register for the PASL.

Practicum Evaluation

Candidates will meet with their field supervisor during virtual classes and will be evaluated during their practicum experience. Practicum minimum requirements include:

- 160 hours of authentic leadership activity documenting the six standards for principal certification.
- Three observations of leadership activity totaling 135 minutes.
- TEA-required training documentation.
- Site supervisor documentation.

Site Supervisor

The site supervisor (mentoring principal) must hold a current Texas Principal Certificate and must be working in a Texas school district. The site supervisor will receive training per [TAC228.35\(f\)](#) The site supervisor will direct the campus activities and will interact meaningfully with the student concerning field experiences.

University Field Supervisor

The university field supervisor must hold a current Texas Principal Certificate and must have experience as a school principal in the state of Texas. The field supervisor will receive training per [TAC228.35\(h\)](#). The University Field Supervisor is responsible for visiting the practicum student at the practicum site within the first quarter to monitor and evaluate candidate progress. The role involves conferences (including video conferencing as applicable) with both the candidate and the site supervisor to guide the student's professional growth. The university field supervisor will visit a minimum of three times, providing the student with an evaluation and discussing strengths, weaknesses, and instructional recommendations. The university supervisor, site supervisor, and candidate will conference and complete the practicum evaluation form at each visit.

Practicum Course Requirements

Throughout the practicum students will complete at minimum the following activities:

- Submit completed *Principal Leadership Portfolio* for approval
- Complete, document, and submit for approval 160 hours of authentic campus leadership activities under the guidance of the campus site supervisor.
- Participate in three (3) observations over the course of the program. The observations may not be less than 30 minutes or more than 75 minutes. The total of the three observations must not be less than 135 minutes. Students must document the principal standards through authentic campus activities. Observation of campus leadership activities may be synchronous or asynchronous via video recording. Students will participate in a pre-conference and a post-conference. There will be a minimum of one (1) observation per semester.
- Provide evidence of instruction regarding mental health, substance abuse, and youth suicide.
- Provide evidence of instruction regarding dyslexia.
- Provide evidence of instruction in the [Texas Education Agency Teacher Code of Ethics](#).
- Provide evidence of instruction in Digital Literacy.
- Provide evidence of T-TESS and T-PESS training. If documentation of training is not submitted, candidates will be assigned training including the following:

Texas Teacher Evaluation & Support System (T-TESS)	Texas Principal Evaluation & Support System (T-PESS)
<p>Domain I: Planning 1.1 Standards and Alignment 1.2 Data and Assessments 1.3 Knowledge of Students 1.4 Activities</p> <p>Domain II: Instruction 2.1 Achieving Expectations 2.2 Content Knowledge and Expertise 2.3 Communication 2.4 Differentiation</p> <p>Domain III: Learning Environment 3.1 Classroom Environment, Routines and Procedures 3.2 Managing Student Behavior 3.3 Classroom Culture</p> <p>Domain IV: Professional Practices and Responsibilities 4.1 Professional Demeanor and Ethics 4.2 Goal Setting 4.3 Professional Development 4.4 School Community Involvement</p>	<p>Domain I: Strong School Leadership & Planning 1.1 Ethics & Standards 1.2 Schedules for Core Leadership Tasks 1.3 Strategic Planning 1.4 Change Facilitation 1.5 Coaching, Growth, Feedback and Professional Development</p> <p>Domain II: Effective, Well-Supported Teachers 2.1 Human Capital 2.2 Talent Management 2.3 Observations, Feedback & Coaching 2.4 Professional Development</p> <p>Domain III: Positive School Culture 3.1 Safe Environment & High Expectations 3.2 Behavioral Expectations & Management Systems 3.3 Proactive & Responsive Student Support Services 3.4 Involving Families & Community</p> <p>Domain IV: High-Quality Curriculum 4.1 Standards-based Curricula & Assessments 4.2 Instructional Resources & Professional Development</p> <p>Domain V: Effective Instruction 5.1 High-Performing Instructional Leadership Team 5.2 Objective-Driven Plans 5.3 Effective Classroom Routines & Instructional Strategies 5.4 Data-Driven Instruction 5.5 Response to Intervention</p>

Certification Test Approval Procedures

Information regarding the two state assessments required for principal certification in Texas may be found below.

Principal as Instructional Leader (TExES 268)

Candidates are limited to a total of five (5) attempts to take the TExES 268 *Principal as Instructional Leader* certification test. The five attempts include the first attempt to pass the examination and four retakes as stated in the [Texas Education Code §21.048 \(a-1\)](#).

Students seeking approval to register for the TExES 268 *Principal as Instructional Leader* exam must meet eligibility requirements specified in the TExES 268 registration bulletin. In addition, principal certification students (whether earning certification with a master's degree or principal certification-only) seeking to be eligible to take the certification exam must:

- Be admitted to the principal certification program and demonstrate successful completion of coursework.
- Be currently enrolled in Principal Practicum
 - Score 80% minimum on **two** practice exams
 - TExES 268 Release exam. **REQUIRED**. Students register for a 2-session exam on Canvas. Information is available in the Principal Practicum Lab.
 - One practice test selected from:
 - [Pearson Online Practice Exam](#)
 - 240 Tutoring Practice exam: only three (3) practice exams are available.
 - Alternate exam as approved by the Principal Certification Program Coordinator
- Principal Leadership Project submission that:
 - Is at least 80% complete (only the reflection sections of each phase of the project may be incomplete)
 - Meets the approval of the Program Coordinator in terms of quality.
- Demonstrate successful completion of program coursework.

Students seeking approval to register for the TExES 268 *Principal as Instructional Leader* must submit a *Request to Test Application* to Dr. Trisha Gerrish Ray, Principal Certification Program Coordinator, via a Google Form located in the practicum course.

Clearance will only be provided for one testing attempt per request. No early clearances will be considered. Students seeking clearance for retakes must engage in remediation prior to receiving approval. Students who do not successfully pass the TExES 268 exam will be required to complete remediation as assigned by the Department of Education Leadership. Additional clearances will not be provided until remediation has been completed. Costs of assigned remediation materials, resources, programs, websites, etc. will be incurred by the student.

Performance Assessment for School Leaders (PASL 368)

Candidates are limited to a total of five (5) attempts to take the Performance Assessment for School Leaders (PASL). The five attempts include the first attempt to pass the examination and four retakes as state in the [Texas Education Code §21.048 \(a-1\)](#).

Students seeking approval to register for PASL 368 must submit a *Request to Register for State Assessment Application* to Dr. Trisha Gerrish Ray, Principal Certification Program Coordinator, via a Google Form located in the internship course. To receive authorization to register, students must provide:

- Evidence of completion, submission, and approval by the Program Coordinator of the program *Principal Leadership Portfolio*.
- A signed statement that the tasks are complete and are ready to submit, or a signed completion plan timeline that is approved by the Program Coordinator.

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:

- 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 [Texas Education Agency Teacher Code of Ethics](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?ac_view=4&ti=19&pt=7&ch=247&rl=Y)
[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?ac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?ac_view=4&ti=19&pt=7&ch=247&rl=Y)

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 “files” 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.

Appeals Process An individual may appeal the decision of the designated administrator within five (5) business days after receipt of the written decision. Appeals must be in writing and submitted to the office of the Executive Officer who oversees the department, office or College named in the complaint. The Executive Officer will review the original complaint and the written appeal and may conduct an additional investigation.

Student Program Contact Information

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

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

Stacey Epps, Coordinator of Financial Aid
Stacey.Epps@tamut.edu

Amy Miller
AMiller@tamut.edu
Certification Coordinator

Dr. Trisha Gerrish Ray
Trisha.Ray@tamut.edu
Assistant Professor of Education Leadership
Principal Certification Program Coordinator

Principal Certification Program Weblinks

Code Related to Principal Certification and Standards

- [Texas Administrative Code 241.15, Principal as Instructional Leaders Standards](#)
- [Texas Administrative Code, Title 19, Part 2](#)
- [State Board of Educator Certification](#)
- [Texas Principal Certificate Renewal Information](#)
- Texas Educator Code of Ethics:
[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y)
- International Society for Technology in Education (ISTE):
<https://www.iste.org/standards/for-education-leaders>

Assessment Manuals

- [TExES 268 Principal as Instructional Leader Manual](#)
- [Performance Assessment for School Leaders \(PASL\) Candidate and Educator Handbook](#)
- [Task Requirements for the ETS® Performance Assessment for School Leaders \(PASL\)](#)

University Websites

- [Department of Education Leadership](#)
- [College of Arts, Sciences, and Education \(CASE\) Graduate Programs](#)
- [Application Website](#)

Program Forms

- [Practicum Activity Log Template](#). This form will be in the student's shared program folder.
- [Principal Practicum Observation Form](#). This form is completed on DocuSign. It will be initiated by the field supervisor.
- [Recommendation for Principal Certification](#). This form is completed on DocuSign. It will be initiated by the field supervisor.
- [Site Supervisor Documentation Form](#). This form is completed on DocuSign. It will be initiated by the field supervisor.