Superintendent’s Letter of Eligibility

Letter of Eligibility Only (15 credits)

Letter of Eligibility with Doctor of Philosophy (Ph.D.) in Leadership (66 credits)

PROGRAM HIGHLIGHTS IN BRIEF

Alvernia University is a Franciscan university rooted in the Catholic and liberal arts traditions, dedicated to the ideals of service in the helping professions. Our rich heritage of service and strong faith resonates in contemporary ways in our campus life and academic programs. Alvernia University’s graduate programs are designed for the focused working professional who places equal value on intellectual achievement and professional growth. Our faculty and staff are committed to teaching, guiding, and supporting our students in all aspects of their experience at Alvernia University, from course selection and scheduling, to connecting with peers and colleagues.

The Superintendent’s Letter of Eligibility program provides an opportunity for students to obtain a Commonwealth of Pennsylvania Letter of Eligibility that will open doors for Superintendent and/or Assistant Superintendent. This program is offered on campus at our Reading, Pottsville, and Philadelphia locations so students can choose to take classes where and when it’s most convenient.

Alvernia has designed this unique program for educators seeking educational leadership positions. It is designed to prepare them to be strategic system leaders who can effectively and ethically bring about continuous system improvements that result in increased student achievement.

The state of Pennsylvania requires a minimum of five years of building administrative experience as a certified principal or assistant principal. The five years of administrative experience must be completed before endorsement will be granted by the university.

ADMISSION

Students are eligible for admission to the Superintendent Letter of Eligibility program when the following documents have been received:

1. Graduate degree transcript
2. Resume
3. Personal Statement
4. Three letters of recommendation (one to be written by the applicants current Superintendent)
5. Personal interview

Note: Although not required for admission to the program, the state of Pennsylvania requires a minimum of six years of successful teaching experience, not less than three of which shall have been in a supervisory or administrative capacity. This requirement must be completed before endorsement is granted by Alvernia University.

BACKGROUND CHECKS AND CLEARANCES

Candidates for the Letter of Eligibility are required to have current Act 34 (PA Child Abuse), Act 151 (PA Criminal Background), and Act 114 (FBI Fingerprinting) clearances on file prior to all fieldwork experiences. It is strongly recommended that upon acceptance, applicants begin the process of obtaining these screenings and present the appropriate documents to Alvernia University’s Education Department. In addition, a clear tuberculosis screening must be on file during the student teaching placement.

CAREER SUCCESS

At Alvernia we measure our success by our graduates’ personal and professional satisfaction, and by the ways they contribute to the greater good in all areas of society. Our graduates are employed in virtually all schools in Berks County, and in many schools throughout the Middle Atlantic region. No matter what your aspirations and dreams, we’ll give you the tools and support to help you thrive.
CURRICULUM OVERVIEW:

The Superintendent’s Letter of Eligibility curriculum is 15 credits (5 classes). Our faculty uses various course formats to help you learn, including case studies, lecture/discussion, group projects and simulation exercises to ensure what you gain in one course will reinforce and build on what you learn in others.

Superintendent Letter of Eligibility Required Courses (12 credits):

- PhD 731 Advanced Supervision and Leadership Theory 45 hours, 3 credits
- PhD 807 Curriculum, Culture and Instructional Leadership 45 hours, 3 credits
- PhD 821 Organizational Policy/Finance 45 hours, 3 credits
- PhD 830 Current Issues in Education 45 hours, 3 credits

Required Capstone Course (3 credits):

- PhD 885 Superintendent's Internship 180 hours, 3 credits

Superintendent Letter of Eligibility with Doctor of Philosophy (Ph.D.) in Leadership Courses (66 credits):

With the exception of the Internship course (PhD 885), the required 12 credits of the Superintendent’s Letter coursework is transferable to the Alvernia University Ph.D. in Leadership, which is offered on campus at the Reading location. For more information about the Ph.D. program, please visit www.alvernia.edu/phd.

Additional Admission Requirements for Doctor of Philosophy (Ph.D.) in Leadership

Graduate Exam (GRE, GMAT, or MAT) scores

LOCATIONS

Students can choose to take classes where and when it is most convenient. This program is offered on campus at our Reading, Philadelphia, and Pottsville locations.

CONTACT INFORMATION

Superintendent’s Letter Program Admissions
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