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Xavier University

October 1, 2023

Dear Principal and Specialists Graduates of Xavier Educational Administration Program,

Xavier University’s Educational Administration Program is offering a unique opportunity for those seeking an Ohio Superintendent license. The Superintendent license would offer candidates the appropriate credential for central office positions as well as the superintendency. In the 2023 Fall and Spring semesters, an off-site Superintendent cohort will be offered for up to 15 candidates. Chad Hilliker (Superintendent of Hamilton County Educational Service Center), David Tobergte (Senior Teaching Professor at Xavier University) and several other area superintendent guest will lead this opportunity. Classes will be held at Hamilton County Education Resource Center and include an off-site cost reduction of $90.00 per semester hour (total cost $4,230.00 for 9 semester hour courses). The three courses include:

Superintendent Seminar (EDAD 710,);

Superintendent Internship 1 (EDAD 779); and

Superintendent II (EDAD 789).

These three courses lead to a Superintendent licensure. (Note: A graduate level Principalship course (EDAD 548) or a Pupil Personnel Class (EDAD 561) also needs to be completed, but often students completed this in their Principal/Administration degree program).

Professors Hilliker and Tobergte have a broad array of experience, which will create a unique atmosphere to prepare 15 candidates to be successful future Superintendents. They are committed practitioners and university professionals who are eager to prepare a group of promising school leaders. Current and relative experiences will be vital parts of these course experiences. Course work will include discussions, readings, demonstrations, practicums, outside activities and panel sharing. The intention is to have leaders ready to assume district-wide leadership at the completion of these course experiences.

Fall 2023, Tuesday Schedule (2 courses required):

**Superintendent Seminar** (EDAD 710) - 3 semester hours

January 9 4:30 - 6:15 “Role of the Superintendent”

January 16 4:30 - 6:15 “Legal Responsibilities of the Superintendent”

January 23 4:30 - 6:15 “Instructional Knowledge/Support of the Superintendent”

February 6 4:30 - 6:15 “Financial Knowledge of the Superintendent”

February 13 4:30 - 6:15 “Community Relationships of the Superintendent”

March 19 4:30 - 6:15 “ Business Operational Skills of the Superintendent”

April 16 4:30 - 6:15 “School Board Relationship with the Superintendent”

April 23 4:30 - 6:15 “Preparation and Pursuit of a Superintendent Position”

April 30 4:30 - 6:15 “Superintendent Wellness”

**Superintendent Internship I** (EDAD 779)\* - 3 semester hours

January 9 6:30 – 7:45

January 16 6:30 – 7:45

February 13 6:30 – 7:45

April 30 6:30 – 7:45

\*100 Superintendent field hours required.

Spring 2024, Tentative Tuesday Schedule (1 course required):

**Superintendent Internship II** (EDAD 789)\* - 3 semester hours

January 9 4:30 - 6:00

January 16 4:30 - 6:00

April 30 4:30 - 6:00

\*100 Superintendent field hours required.

General Topics integrated within the in-person classes that will be studied through the eyes of the Superintendent.

*• Instructional leadership*

*• Supervision and evaluation of Principals*

* *Effective communication and meetings*
* *Human Resource*
* *Collective bargaining*
* *School Board and political responsibilities*
* *School finance and budgeting*

*• School Law and working with lawyers*

*• Building operations, school district safety*

*• Change process and organizational culture*

*• Decision-making, ethical issues*

*• Superintendent/Board relations*

*• School and community relations*

We look forward to your involvement in this special opportunity. Registration begins for the EDAD 710 and EDAD 779 on March 15, 2023, for current students. New students must fill out a graduate non-degree/licensure seeking application and provide official transcripts and a Xeroxed copy of their administrative license to be admitted. Registration would be available through the office of the graduate school and online.

Questions may be sent to [burtonb4@xavier.edu](mailto:burtonb4@xavier.edu), [tobergte@xavier.edu](mailto:tobergte@xavier.edu), [hillikercc@xavier.edu](mailto:hillikercc@xavier.edu).

Sincerely,

Dr. Brett Burton

Educational Administration Program Director, School of Education

Xavier University