



Xavier University
February 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 semester and early spring 2024, 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 (for a total cost of \$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)-**Spring 2024**

These three courses lead to a Superintendent licensure. [Note: A graduate level *Principalship course (EDAD 548)* and *Pupil Personnel Class (EDAD 561)* also needs to be completed, but often students completed this in their Principal/Administration degree program.]Dr. Burton will evaluate your transcript to determine if candidates need one or both (EDAD 548 and EDAD 561) courses.

Professors Hilliker and Tobergte have a broad array of experience, which will create an 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):

Superintendent Seminar (EDAD 710) - 3 semester hours

- 4:30 - 6:15 "Role of the Superintendent"
- 4:30 - 6:15 "Legal Responsibilities of the Superintendent"
- 4:30 - 6:15 "Financial Knowledge of the Superintendent"
- 4:30 - 6:15 "Instructional Knowledge/Support of the Superintendent"
- 4:30 - 6:15 "Community Relationships of the Superintendent"
- 4:30 - 6:15 " Business Operational Skills of the Superintendent"
- 4:30 - 6:15 "School Board Relationship with the Superintendent"
- 4:30 - 6:15 "Preparation and Pursuit of a Superintendent Position"

4:30 - 6:15 "Superintendent Wellness"

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

6:30 – 7:45

6:30 – 7:45

6:30 – 7:45

6:30 – 7:45

*100 Superintendent field hours required.

Spring 2024 Tentative Tuesday Schedule (1 course):

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

4:30 - 6:00

4:30 - 6:00

4:30 - 6:00

*100 Superintendent field hours required. (Spring 2024)

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, EDAD 779, and EDAD 548 or EDAD 561** on **April 3, 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, tobergte@xavier.edu, hillikercc@xavier.edu.

Sincerely,

Dr. Brett Burton

Educational Administration Program Director, School of Education

Xavier University