



Secondary Education and Educational Leadership  

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**STEPHEN F. AUSTIN STATE UNIVERSITY**

**Superintendent Preparation Program**

Graduate instruction is designed to assist professional, qualified persons to prepare for strong superintendent leadership roles. The Superintendent Preparation Program consists of 15 semester hours of courses and experiences that are built upon the Texas Professional Standards for the Superintendency.

**Admission Requirements**

Obtain necessary forms from the Department of Secondary Education and Educational Leadership and the SFA Graduate School.

**Applicants should possess:**

- master's degree from an accredited college or university
- principal certification
- passing score on principal Examination for Certification of Educators in Texas
- and two years of teaching experience.

**Applicants must submit to the SFA Graduate School:**

- online application and \$50 fee at [www.applytexas.org](http://www.applytexas.org)
- and official transcripts.

**Please have transcripts sent the following:**

SFA Graduate School  
P.O. Box 13024 - SFA Station  
Nacogdoches, TX 75962-3024  
Phone 936.468.2807 Fax 936.468.7369  
E-mail: [gschool@sfasu.edu](mailto:gschool@sfasu.edu)

**Applicants must submit to the Department of Secondary Education and Educational Leadership:**

- Superintendent Preparation Program application (last page of packet)
- Résumé
- List of three references
- Copy of valid teaching certificate
- Copy of valid principal certificate
- Copy of official teacher service record

**Please send the above items to the following:**

Dr. Barbara Qualls  
Department of Secondary Education and Educational Leadership  
P. O. Box 13018 – SFA Station  
Nacogdoches, TX 75962-3018  
Phone 936.468.2908 Fax 936.468.1573  
E-mail: quallsba@sfasu.edu

**Program Structure**

**Courses**

The 15-semester-hour Superintendent Preparation Program consists of courses and experiences that are built upon the Texas Professional Standards for the Superintendency and developed by the State Board for Educator Certification in conjunction with a cross section of community, business and school administrators. The learner-centered curriculum focuses on:

- values of integrity, fairness and ethics of leadership
- leadership and district culture
- communications and community relations
- policy and governance
- curriculum planning and development
- instructional leadership and management
- human resources leadership for staff evaluations and performance through staff development
- human resources leadership and management
- leadership and management of districts' physical plants and support systems for safe and effective learning environments in relation to budget, personnel, resource utilization, financial management and technology
- and organizational leadership and management.

Multi-cultural educational experiences and technology skills will be an integrated part of each course. The following courses will be taken in the sequence listed:

- AED 511 The Superintendency – the preparation and qualifications of the successful school superintendent and the duties, responsibilities and problems of the school superintendent
- AED 547 Public School Finance – the principles of school finance, budgeting and accounting procedures and problems of local administration
- AED 551 School Asset/Capital Management – operation, maintenance, utilization and management of physical plant, property records, inventory control and school building programs
- AED 594 Superintendent Seminar – study of the superintendency from both a theoretical and field-based perspective, a series of culminating scenarios that

connects research-based leadership practices with recognized proficiencies of leadership achievement

- AED 596 Internship for the School Superintendent – three semester hours of individual study, designed to give on-the-job training under the guidance of successful, experienced, practicing public school administrators and members of the university faculty

### **Mentors in the Field**

Students, public school administrators and professors build professional learning communities through mentor practices. The collaboration connects coursework and applied skills in the field.

### **Individuals interested in this program should contact:**

**Dr. Barbara Qualls**  
**Stephen F. Austin State University**  
**P.O. Box 13018, SFA Station**  
**Nacogdoches, TX 75962-3018**  
**Phone: 936-468-2908**  
**Email: [quallsba@sfasu.edu](mailto:quallsba@sfasu.edu)**

*SFA does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability.*



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**STEPHEN F. AUSTIN STATE UNIVERSITY**

**Application for Admission  
Superintendent Preparation Program**

Last Name	First Name	MI	Social Security #
_____	_____	_____	_____
Home Address			City
_____			_____
State	Zip Code		Home Phone
_____	_____		(      )
Employing District			Campus
_____			_____
Work Address			City
_____			_____
State	Zip Code		Work Phone
_____	_____		(      )
E-mail Address			Work Fax
_____			(      )
Do you hold a valid principal certification?			_____ Yes      _____ No
How many years of administrative experience do you have?			_____ years

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What semester and year do you plan to begin the program? \_\_\_\_\_ / \_\_\_\_\_