



OFFICE OF NONPUBLIC SCHOOLS
65 Court Street – Room 922B – Brooklyn, NY 11201
(718) 935-4970 Fax: (718) 935-5902

TITLE II A GRADUATE COURSES ADMINISTRATION and SUPERVISION

SCHOOL BUILDING LEADERSHIP PROGRAM

Fall 2025

CATALOGS ARE ONLY AVAILABLE ONLINE.
GO TO [HTTP://WWW.PROTRAXX.COM](http://WWW.PROTRAXX.COM) TO VIEW OR
DOWNLOAD CATALOG.



Anne-Marie Baumis, Field Support Specialist

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Please be advised that all courses will be paid for from the nonpublic school’s Title IIA allocation. Therefore, nonpublic school teachers and principals are not required to pay for graduate courses. In the event that a teacher or principal is inadvertently billed by the college/university, please email Anne-Marie Baumis at: Abaumis@schools.nyc.gov .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

INTRODUCTION

The New York City Department of Education, Office of Nonpublic Schools, is offering graduate courses in administration and supervision through the colleges and universities listed in this catalog. Participants may enroll in a degree program leading to New York State certification as a School Building Leader. The *Every Student Succeeds Act (ESSA)*, Title IIA Professional Development Program, provides assistance for this initiative.

The target audience for this initiative will be talented **nonpublic** schoolteachers, **currently working within the 5 (five) boroughs of New York City**, who are aspiring to become principals as well as current principals wishing to enroll in courses in order to acquire the necessary credits for New York State certification as a School Building Leader. Approved applicants may also include school personnel who currently are certified by New York State in administration and supervision and may wish to enroll in selected courses in order to remain current in the field. **Please note that you should not request enrollments if you are planning to leave the non-public school or are moving to a different non-public school, as you may not be eligible to use Title IIA funds from your current school. You must notify the Title IIA office immediately at abaumis@schools.nyc.gov if your employment status/location changes.**

NOTE: Confirmations given for Fall 2025 SBL enrollments will be contingent upon the availability of active contracts with each college/university.

Procedures for Requesting Enrollment: Applicants

Requesting enrollments for Fall 2025 SBL courses will take place online June 2, 2025 and will end on Friday, June 13, 2025 at 3:00 PM. Please note that this deadline is for requesting an enrollment as well as having the request affirmed online by your principal. It is the responsibility of the student to ensure that the enrollment request has been affirmed the school principal. If you are a principal requesting enrollment, you must still affirm your own request for enrollment using the school login and password on PROTRAXX. If a request for enrollment as well as the affirmation by the school principal is not completed within the above timeframe, the student will not be able to participate in the Title IIA program for Fall 2025.

To request enrollments for courses login to the website at:

protraxx.com/index.html

Directions for requesting graduate courses can be found below.

Due to the availability of Title IIA funds for this initiative, a limited number of participants will be permitted to participate in the program.

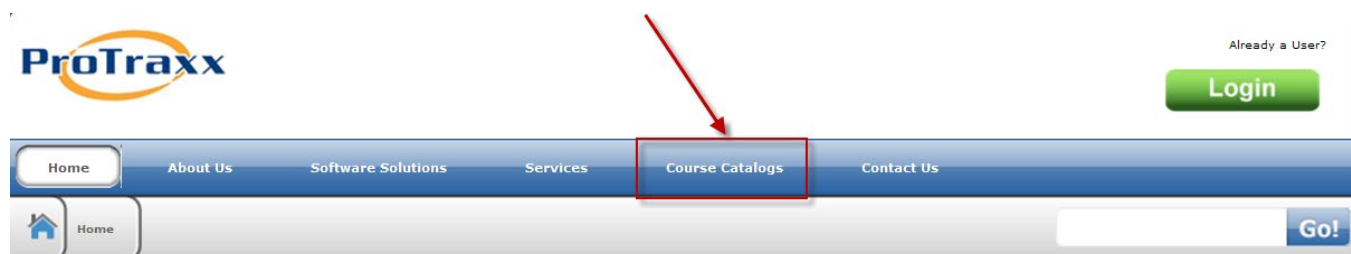
TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM SCHOOL BUILDING LEADERSHIP PROGRAM Fall 2025

Participants will be permitted to register for a maximum of 2 courses. **Only those participants who have been accepted and confirmed by the Title IIA office will receive notification confirming their request for enrollment by email.** Applicants will not be permitted to enroll in any SBL course without prior approval from the Title IIA office.

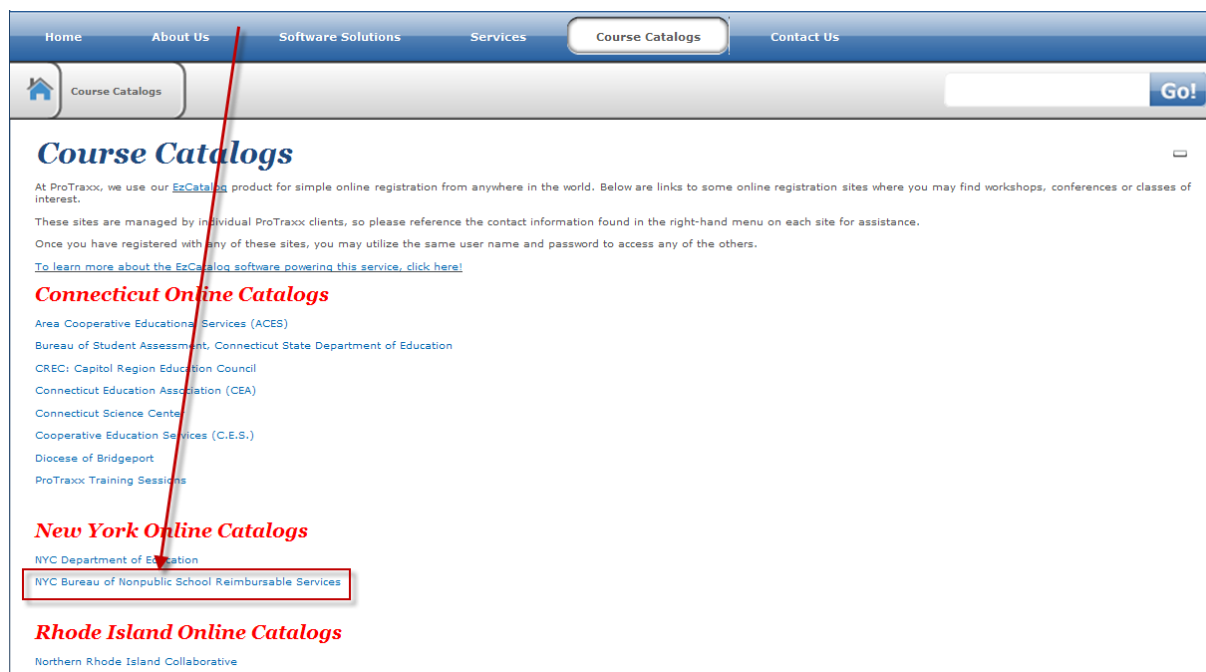
HOW TO NAVIGATE THE PROTRAXX SYSTEM

ENROLLING

1. Log on to protraxx.com/index.html
2. Click on the *Course Catalogs* button which can be found in the blue bar at the top of the page.



3. Click on link for *New York City Bureau of Nonpublic School Reimbursable Services*.



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NEW USER

This is for participants who have not taken a class through this system before and have not yet entered their personal information. You only register (create an account) once. Your personal information will remain secure and private.

- Click on *New User Click Here* at the bottom of the page to enter registration information.
- Once you have created a registration you may proceed with registered user instructions.

REGISTERED USER

- At the bottom of the page, enter username and password, click 'login here.'
- "Select College" from the drop-down menu that corresponds with the workshop you wish to enroll.
- Select 'Program Type" from drop down menu – Title IIA.
- Click 'Search.'
- Click 'Enroll Now' for the course you wish to enroll in.

STATUS

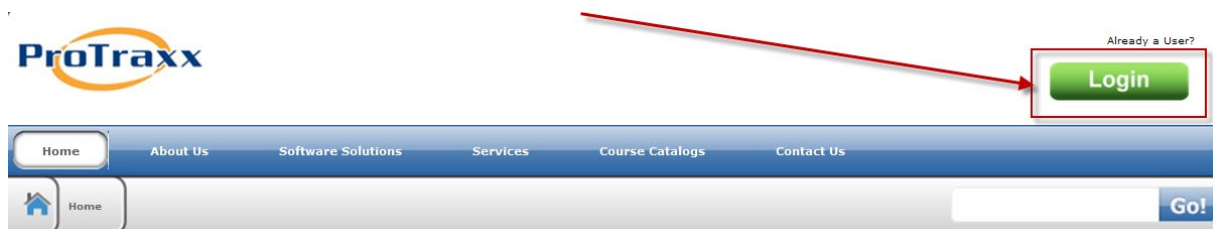
You may check the status of your course by logging into the system as usual. On the right side click on "my courses."

PENDING	You have successfully requested enrollment in an activity.
APPROVED	Your school's principal has affirmed your request for enrollment.
CONFIRMED	Your request for enrollment has been confirmed by the Title IIA office to participate in your selected activity.

Affirmation Procedures: Principals

Your principal/administrator must affirm your request for enrollment by logging on to www.protraxx.com by clicking "Login" button at the top right hand side of the page.

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Login with the school's assigned username and password. **USE PREVIOUSLY ASSIGNED USERNAME AND PASSWORD.** Once logged in, click on the "Affirm Enrollments" button on the left hand side of the screen. Click on the "Affirm Enrollments" link that appears below the button. A list of enrollments will appear. Click on the box next to each enrollment to be affirmed. From the pull down menu at the top of the page, select the reason for affirming the enrollment(s). Click on the "Affirm Enrollment" button at the top of the page.

Username and password assignments may be obtained by the principal/administrator emailing abaumis@schools.nyc.gov. The subject line should read: **ADMINISTRATOR'S USERNAME AND PASSWORD** Also include:

Name/Title

School/BEDS code

PLEASE NOTE: PRINCIPAL AFFIRMATION DOES NOT GUARANTEE CONFIRMATION OF YOUR ENROLLMENT. FINAL CONFIRMATION COMES FROM THE OFFICE OF NONPUBLIC SCHOOLS (TITLE IIA) IN THE FORM OF AN EMAIL THAT IS SENT THROUGH PROTRAXX. THIS OCCURS WITHIN APPROXIMATELY 2 WEEKS AFTER THE CLOSE OF ENROLLMENT ON PROTRAXX.

Only those participants who have been accepted will receive notification, via email, confirming their registration in a Title IIA SBL course. It is the participant's responsibility to contact the Title IIA office prior to the beginning of a class in the event that an email is not received regarding the status of their enrollment request. Missing a course as a result of not knowing your request was confirmed may lead to your being prohibited from taking Title IIA Courses/Workshops for 1 year.

Title IIA Cancellation Policy

It is expected that anyone with a confirmed enrollment for a course will attend since not participating will result in another applicant being excluded from a given course. Please do not sign up for courses or workshops you **do not intend** to participate in. ***You will be allowed to cancel one course per semester without a penalty as long as there is a legitimate reason.***

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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To Cancel/Withdraw Attendance in a Title IIA Course:

You **must** follow all the following procedures if you need to withdraw from a class after the beginning date. Withdrawing after the beginning of a class should only occur in an emergency situation. As this action may incur a charge to the Title IIA program, a withdrawal from a class after the class has started may result in being **prevented from participating** in the Title IIA Professional Development Program for the **upcoming year**. In order to withdraw from a course after the start date, please follow **all** the instructions below. Please note that after the beginning of a course, you will not be able to withdraw on PROTRAXX.

1. Contact the college/university via email (your email should include the course, start date, location, and reason for cancellation.)
2. Contact the Title IIA office by emailing abaumis@schools.nyc.gov with the same information sent to the college/university.

The consequence of not informing us that you will be unable to attend is that you may be **prevented from participating** in the Title IIA SBL Program for the **upcoming year**.

If you have any questions please email Anne-Marie Baumis at abaumis@schools.nyc.gov .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

BROOKLYN COLLEGE

Activity Name: SPCL 7752X- Supervision of Instruction

Activity Code: NYC-26-005-001

Sub Title: SPCL 7752X

Min Awards: 3.0

of Sessions: 15

Max Awards: 3.0

Description: Theory and practice of supervision as an aspect of administration. Effective use of observations to support and improve instruction. Prerequisites: Permission of the Program Coordinator of the Educational Leadership Program

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	7:45AM - 10:15PM	Brooklyn College, CUNY
09/09/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
09/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
09/30/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/07/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/21/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/28/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/04/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/11/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/18/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/25/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/02/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/09/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY

<p>Brooklyn College, CUNY 2900 Bedford Avenue Brooklyn, New York 11210</p>

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
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BROOKLYN COLLEGE

Activity Name: SPCL 7753: School Instruction and Curriculum Development, Innovation, and Evaluation

Activity Code: NYC-26-005-002

Sub Title: SPCL 7753

Min Awards: 3.0

of Sessions: 15

Max Awards: 3.0

Description: Principles underlying present instructional and curriculum practice and ways of changing instruction and the curriculum. Design and evaluation of instructional and curriculum research. Prerequisites: Permission of the Program Coordinator of the Educational Leadership Program

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
09/09/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
09/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
09/30/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/07/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/21/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
10/28/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/04/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/11/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/18/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
11/25/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/02/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/09/2025	7:45PM - 10:15PM	Brooklyn College, CUNY
12/16/2025	7:45PM - 10:15PM	Brooklyn College, CUNY

Brooklyn College, CUNY 2900 Bedford Avenue Brooklyn, New York 11210
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**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**



FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

The Fordham University Graduate School of Education (GSE), among the top schools in the state and Northeast region in leadership preparation at the master's and doctoral levels, is pleased to partner with the NYCDOE Office of Nonpublic Schools (ONPS) in offering graduate courses in administration and supervision to talented nonpublic school educators.

Fordham's Graduate School of Education enjoys a stellar reputation in research, teaching and experience in both public and nonpublic education. The **DIVISION OF EDUCATIONAL LEADERSHIP AND POLICY (ELAP)** of the GSE pioneered and, for more than forty years, has continued its commitment to the education of Catholic and other faith-based/nonpublic school leaders regionally, nationally, and internationally.

The **CENTER FOR NONPUBLIC EDUCATION** offers a ***Signature Master's Degree*** in Educational Leadership, Administration and Policy ***through the lens of the mission and identity of these specialized educational positions and environments.*** The program is one of substance and style for both emerging and existing leaders focusing on

- the legacy of excellence inherited;
- the innovations of the present; and
- imagination for future vitality and sustainability.

Professors who teach in the program have a depth of knowledge and experience in Catholic and nonpublic education.

Additionally, the program is ***aligned with standards*** of the:

- **Educational Leadership Constituent Council (ELCC);**
- **National Council for the Accreditation of Teacher Education (NCATE);**
- **Interstate Leaders Licensure Consortium (ISLLC);**
- **New York State School Building Leader (SBL) Certification Requirements; and**
- **New York City's Department of Education (NYCDOE) School Leadership Competencies.**

One of the hallmarks of the Graduate School of Education is its focus on diversity and inclusivity of all religions, races, and cultures. This master's program follows a cohort model and is organized with a focus on adult learning theory utilizing action research, group projects, critical reflection, clinical application, problem-based simulations, policy analysis and two semesters of internship.

KINDLY NOTE:

- Carefully follow all the directions in the *Introduction* of this ***Online Catalogue*** to enroll in this Title IIA Professional Development Program through the Office of Nonpublic Schools.

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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- As you begin this process with the ONPS and choose **FORDHAM UNIVERSITY**, Coordinator of this program, at cattaro@fordham.edu for further information regarding Fordham admission procedures.
- Applicants approved by the ONPS and accepted by Fordham are required to attend an ***Orientation at Fordham University prior to the start of class sessions***. Students will be contacted via their email with specific details.

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 5112. Administration, Management, and Budgeting

Activity Code: NYC-26-006-001

Sub Title: ASGE 5112

of Sessions: 2

Min Awards: 3.0

Max Awards: 0.0

Description: This course focuses on how school leaders apply the knowledge, skills, and commitments necessary to improve management, communication, technology, human resources, school-level governance, and operation systems for school operations. The course also focuses on how to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations for effective school functions.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	AM - AM	Fordham University-Online Asynchronous
12/15/2025	AM - AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

FORDHAM UNIVERSITY

Activity Name: ASGE 5112. Administration, Management, and Budgeting

Activity Code: NYC-26-006-002

Sub Title: ASGE 5112

Min Awards: 3.0

of Sessions: 15

Max Awards: 3.0

Description: This course focuses on how school leaders apply the knowledge, skills, and commitments necessary to improve management, communication, technology, human resources, school-level governance, and operation systems for school operations. The course also focuses on how to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations for effective school functions.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
09/09/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
09/16/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
09/23/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
09/30/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
10/07/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
10/14/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
10/21/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
10/28/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
11/04/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
11/18/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
11/25/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
12/02/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
12/09/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus
12/16/2025	4:50PM - 6:50PM	Fordham University: Lincoln Center Campus

FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS 113 WEST 60 TH STREET NEW YORK, NEW YORK 10023

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

FORDHAM UNIVERSITY

Activity Name: ASGE 6130 - Instructional Leadership

Activity Code: NYC-26-006-004

Sub Title: ASGE 6130

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: Development of leadership in optimal staff performance and emphasis on factors that facilitate learning. Students will develop understand their role as instructional leaders using formal and informal observation protocols and practice assessing lessons using a variety of rubrics.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/08/2025	AM - AM	Fordham University-Online Asynchronous
12/15/2025	AM - AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6130. Instructional Leadership

Activity Code: NYC-26-006-003

Sub Title: ASGE 6130

Min Awards: 3.0

of Sessions: 15

Max Awards: 3.0

Description: Development of leadership in optimal staff performance and emphasis on factors that facilitate learning. Students will develop understand their role as instructional leaders using formal and informal observation protocols and practice assessing lessons using a variety of rubrics.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
09/09/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
09/16/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
09/23/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
09/30/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
10/07/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
10/14/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
10/21/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
10/28/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
11/04/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
11/18/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
11/25/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
12/02/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
12/09/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus
12/16/2025	7:00PM - 9:00PM	Fordham University: Lincoln Center Campus

FORDHAM UNIVERSITY – LINCOLN CENTER CAMPUS 113 WEST 60 TH STREET NEW YORK, NEW YORK 10023

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6361: Leading Learning in Teams and Organizations

Activity Code: NYC-26-006-005

Sub Title: ASGE 6361

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course examines theory, research, and practice on effective team and organizational learning to support planning and change. The course provides opportunities for students to integrate theory, research, and practice by engaging a team in innovative planning for using data and budget information and improving curriculum, instructional, or assessment practices.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/02/2025	AM - AM	Fordham University-Online Asynchronous
12/16/2025	AM - AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6520: Internship I

Activity Code: NYC-26-006-006

Sub Title: ASGE 6520

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: The course focuses on the systematic observation and planned participation in the administrative and supervisory activities of an urban or suburban school. The course, with its partner course ASGE 6521, focuses on the real role of the school leader in terms of ethical and legal responsibilities, knowledge of budgeting, the use of instructional data, and the necessary disposition needed to ensure that all students in the schools they will lead will have the greatest opportunity for academic success. Prerequisite: Students must have completed 18 -24 credits before applying. Note: Interns must complete a total of 220 hours for Internship I – approximately 16-18 hours per week in a school. It is recommended that students exceed the 220 hours course minimum. Interns and the host school principal will be visited several times on site by the Professor. In addition to the first session, there will be 7 seminar sessions held throughout the semester; sites and dates of the seminar sessions will be determined collaboratively by the Professor and interns at the first session. Site visits will also be collaboratively scheduled by the Professor with the intern and host principal.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Fordham University-Online Asynchronous
12/17/2025	AM - AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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FORDHAM UNIVERSITY

Activity Name: ASGE 6521: Internship II

Activity Code: NYC-26-006-007

Sub Title: ASGE 6521

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: Systematic observation and planned participation in the administrative and supervisory activities of an urban or suburban school. Application must be submitted to the division chairperson by the end of the second month of the semester preceding internship.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/04/2025	AM - AM	Fordham University-Online Asynchronous
12/18/2025	AM - AM	Fordham University-Online Asynchronous

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

INTRODUCTION

The Mercy University Degree in School Building Leadership prepares practicing teachers and other eligible school personnel to assume leadership and supervisory roles within today's multi-faceted school systems. The programs of graduate study in School Building Leadership will include course work in management and supervision, as well as current issues in educational administration. The program includes two administrative internships which qualifies the individual for New York State Initial and Professional Certification as a school building leader. This certification is appropriate for such positions as principal, supervisor, department administrator, assistant principal, and coordinator.

For a more detailed description of the Mercy University School Building Leadership program, please refer to the Mercy University website at:

https://catalog.mercy.edu/preview_program.php?catoid=19&poid=3793&returnto=1980&pk_vid=54622f05c7b9d82c171336523131d024 or email rrudnitski@mercy.edu .

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 510DL: Using Data for Instruction and Educational Policy

Activity Code: NYC-26-003-001

Sub Title: EDSA 510DL

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This class emphasizes the essential concepts, principles, and methods employed in the field of education research. Focus is on the formulation and development of the improvement of one problem affecting student achievement, student engagement or community involvement for investigation in the candidate's workplace, survey of the related literature, selection an use of one or more appropriate methods for gathering evidence coupled with analysis and interpretation of data, and reporting finding and discussing their implications. 18 hours of focused field experience is required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Mercy College - Asynchronous Online
12/19/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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Fall 2025**

MERCY COLLEGE

Activity Name: EDSA 520DL: Curriculum and Teaching: Theories into Practice

Activity Code: NYC-26-003-002

Sub Title: EDSA 520DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course stresses the developmental cognitive and social/emotional processes and their impact on teaching and learning, the principles of curriculum development, the role of school personnel, curriculum goals and objectives, the characteristics of excellent teachers, the role of technology in the post-Covid 19 era, effective instructional leadership, what students must learn, differentiated instruction, multiculturally responsive ,sustainable education, and data driven decision making. The learning activities for this course are designed to prepare each student with essential knowledge and competencies for effective instructional leadership and curriculum development and the supervision of teachers in implementing effective pedagogical strategies in this millennium. 18 hours of focused field experience are required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Mercy College - Asynchronous Online
12/19/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

MERCY COLLEGE

Activity Name: EDSA 580DL: Clinic for School Administrators

Activity Code: NYC-26-003-003

Sub Title: EDSA 580DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: Candidates consider current issues, problems, and opportunities in contemporary school systems. Areas of analysis include using data I equity audits to improve educational opportunities for all students and for creating effective inclusive school culture, while involving families and all communities. Strategic planning is utilized to plan and meet challenging standards and goals. 18 hours of focused field experience are required

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Mercy College - Asynchronous Online
12/19/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

MERCY COLLEGE

Activity Name: EDSA 590DL School Building Internship I

Activity Code: NYC-26-003-004

Sub Title: EDSA 590DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: The Building Internship experience is designed to provide candidates with a minimum of 500 hours of significant field experience over two semesters (250 hours each semester). School building leadership candidates synthesize and apply current knowledge within a school environment and develop the professional skills specified in the national and state Professional Standards for Educators (PSEL). The internship provides an opportunity for candidates to discover their own strengths, talents, leadership styles, needs and interests. This experience enables candidates (under the auspices of an experienced supervisor and college instructor) to apply supervisory and leadership skills to pragmatic school situations and experience the ongoing responsibilities of a practicing effective school leader.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Mercy College - Asynchronous Online
12/19/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
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MERCY COLLEGE

Activity Name: EDSA 591DL: INTERNSHIP II

Activity Code: NYC-26-003-005

Sub Title: EDSA 591DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This is a continuation of the School Building I – EDSA 590. This experience is designed to provide candidates with a minimum of 500 hours of significant field experiences and clinical internship practices for school building leadership candidates within a school environment (250 hours per semester.) to synthesize and apply current knowledge and develop the professional skills specified in the national and state Professional Standards for Educational Leaders (PSEL). The internship provides an opportunity for candidates (under the auspices of an experienced supervisor and college instructor) to apply supervisory and administrative skills to pragmatic school situations and experience the ongoing responsibilities of a practicing, effective school leader.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	Mercy College - Asynchronous Online
12/19/2025	AM - AM	Mercy College - Asynchronous Online

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

ST. JOHN'S UNIVERSITY

St. John's University

Non-Public School Leaders (NPSL)

Title IIA Professional Development Program

Fall 2025 Catalog

Department of Administrative and Instructional Leadership

School of Education

Coordinator: Joan Birringer-Haig, Ed.D.

Specific Features of Fall 2025 Catalog

- All courses are offered as asynchronous online courses.
- All courses will be offered within the Fall term (Sept 3-Dec 9).
- Important dates can be found on the [SJU Academic Calendar](#) webpage.
- Courses are subject to change by the University and based on enrollment.
- It is recommended that students consult with their advisor before registering for coursework.
- The courses below are coded for the specific programs that they apply to:
 - Advanced Certificate School Building Leader (AC-SBL)
 - Master of Science in Education School Building Leader (MS-SBL)
 - Further Professional Development – District Level (PD-DL)

Program Description

St. John's University (SJU) has offered quality course options in school administration and supervision for the last 75 years and the Title IIA Nonpublic School Leaders Professional Development Program (NPSLPDP) since 2005. The Title IIA NPSLPDP is a federally funded professional development opportunity that allows SJU to collaborate with the New York City Department of Education to provide coursework to prepare non-public teachers for school building leadership certification. St. John's University has always been committed to excellence, diversity, equity, and inclusion, true to its Vincentian Mission. The University is recognized as a leader in the field of Administration and Supervision and, as of 2001, U.S. World and News Report recognized the School of Education among the top 10% in the nation. For more information on the School of Education (TSOE), please review the [SJU TSOE webpage](#).

The School of Education of St. John's University is not only a well-respected institution; it also offers the convenience and personal attention that each student deserves. For the Title IIA NPSLPD Program, students work with a dedicated adviser whose focus is on each student's professional development, School Building Leadership (SBL) degree completion, and NYSED Certification in SBL. The SJU Title IIA NPSLPD Program provides students the opportunity to take all courses through an asynchronous online format. This format allows students the flexibility to successfully complete their academic goals.

Once accepted into the Title IIA NPSLPD Program, students can matriculate into the School Building Leader Master of Science in Education (MS-SBL) (34 credits) or the Advanced Certificate for School Building Leader (AC-SBL) Advanced Certificate (22 credits). Each program has specific core courses that must be completed, so it is important to follow the individual program sheets.

Students who already have a master's degree often choose to take the Advanced Certificate for School Building Leader program. Those students who do not have a previous master's degree usually choose the Master of Science in Education School Building Leader. Students who completed their SBL certification and wish to pursue further professional

**TITLE IIA PROFESSIONAL DEVELOPMENT PROGRAM
SCHOOL BUILDING LEADERSHIP PROGRAM
Fall 2025**

development of district-level scholarship are offered choices too. The courses below are coded for the specific programs that they apply to:

- Advanced Certificate School Building Leader (AC-SBL)
- Master of Science in Education School Building Leader (MS-SBL)
- Further Professional Development – District Level (PD-DL)

We recommend that you review specific program requirements found on the SJU website:

- [School Building Leadership Master of Science in Education](#)
- [School Building Leadership Advanced Certificate](#)

Course List and Associated Program

- | | | |
|---|----------|----------------|
| - | EDU 5471 | AC-SBL, MS-SBL |
| - | EDU 5499 | AC-SBL, MS-SBL |
| - | EDU 5950 | AC-SBL, MS-SBL |
| - | EDU 5761 | AC-SBL, MS-SBL |
| - | EDU 5791 | AC-SBL, MS-SBL |
| - | EDU 5651 | AC-SBL, MS-SBL |
| - | EDU 5415 | MS-SBL |
| - | EDU 5571 | MS-SBL |
| - | EDU 5741 | PD-DL |
| - | EDU 5743 | AC-SBL |
| - | EDU 5650 | AC-SBL, MS-SBL |
| - | EDU 5301 | PD-DL |
| - | EDU 5103 | PD-DL |

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5103: Educational Governance and Policy Issues This course develops leadership abilities at the school district level in designing and executing district-wide systems to improve student achievement.

Activity Code: NYC-26-004-001

Sub Title: EDU 5103

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership abilities at the school district level in designing and executing district-wide systems to improve student achievement; communicate effectively with school boards and other constituents to develop and execute policies; and lead comprehensive long-range planning, informed by multiple data sources. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5301: Leadership Values, Decision Making, and Multicultural Organizations

Activity Code: NYC-26-004-002

Sub Title: EDSA 510DL

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course develops leadership abilities at the school district level in implementing an education vision that incorporates respect for diversity and special needs based on theories, ethical values, and evidence-based practices for multicultural organizations. It addresses all aspects of district operations, including curriculum, instruction, staffing, and facilities management, as they pertain to meeting the needs of diverse groups. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5415: Introduction to Educational Administration

Activity Code: NYC-26-004-003

Sub Title: EDU 5415

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership at the school building level in communicating effectively with diverse stakeholders in the school system, leading comprehensive long-range planning to improve all aspects of schools, creating a supportive learning environment, and managing school finances and facilities to support achievement of educational goals. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5471: Leadership in Instructional Supervision

Activity Code: NYC-26-004-004

Sub Title: EDU 5471

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course develops leadership strategies and skills at the school building level that are essential for supervising staff within schools and leading professional development to realize the school vision and create a cohesive school culture. It discusses various supervisory approaches grounded in research on instructionally effective schools and builds leadership abilities in using differentiation strategies for adults and students, and multiple data sources to improve all aspects of the educational program. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5499: SBL Capstone Course

Activity Code: NYC-26-004-005

Sub Title: EDU 5499

Min Awards: 1.0

of Sessions: 2

Max Awards: 1.0

Description: This course provides a comprehensive review of administrative principles and practices emphasized on the State licensing examination for School Building Leaders. This is the last, required 1 credit course in the Program. Capstone review and certification prep for matriculated students with more than 12 credits in the program.

1 Graduate Credit

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5571: Administrative Leadership and Planned Change

Activity Code: NYC-26-004-006

Sub Title: EDU 5571

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership abilities at the school building level in effective supervision of the day-to-day operational practices of the school, and managing school finances from federal, state, and local sources, facilities, and personnel, to achieve educational goals for students, teachers, and other stakeholders. This includes major theoretical constructs underlying organizational culture, curriculum development, and planned change, and support of personnel to assist in their professional development. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5650: School Based Data Analysis

Activity Code: NYC-26-004-007

Sub Title: EDU 5650

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course develops leadership abilities at the school building level in using multiple data sources to identify present issues in the school and propose solutions. The course introduces students to basic statistical tools for individual, classroom, department, and school-based data-analysis to support school improvement. It includes interpretation of standard scores and the reliability and validity of assessments. It addresses the need to implement ethical decision-making and establish accountability systems for student achievement and fiscal responsibility. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5651: School Community Relations in Education

Activity Code: NYC-26-004-008

Sub Title: EDU 5651

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership abilities at the school building level in communicating and working effectively with community members and organizations to build support for improving student engagement and achievement and create opportunities for student learning and growth. It includes developing long-range planning for building student, family, and community relationships to identify issues and propose solutions. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5741: Finance in Education

Activity Code: NYC-26-004-009

Sub Title: EDU 5741: Finance in Education

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: This course develops leadership abilities at the school district level to create and sustain financial and operational conditions that enable the achievement of State learning standards, implement employment agreements, and allocate resources in accordance with federal and state regulations. The collective bargaining process is discussed, along with the development of a management information system, and effective ways to communicate financial information to stakeholders. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5743: Educational Planning: An Integration of Professional Capital Agendas

Activity Code: NYC-26-004-010

Sub Title: EDU 5743

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: Building upon the framework of 21st Century Shared Leadership model, the course focuses on developing human capital to improve teacher and staff effectiveness and student achievement. The course will investigate professional learning communities, recruitment and retaining teachers/staff, mentoring plans, professional development, coaching, and educational policies. Global initiatives are explored through the connection of local, state and federal agendas. Those “lenses” that are specified and explicated by students within the course place a major emphasis on improving leadership practices through the analysis of case studies, panel discussions, team work, video reviews and simulations.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5761: School-Based Business Administration for Administrators and Supervisors

Activity Code: NYC-26-004-011

Sub Title: EDU 5761

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership at the school building and school district levels in identifying revenue sources, forecasting building and district expenditures, applying accounting principles, developing data-informed facility and personnel plans, and implementing a strategic business plan in accordance with ethical principles and federal and state regulations. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5791: Legal Aspects of the Administration of Schools

Activity Code: NYC-26-004-012

Sub Title: EDU 5791

of Sessions: 2

Min Awards: 3.0

Max Awards: 3.0

Description: This course develops leadership abilities at the school building level in setting standards for ethical behavior by example; encouraging initiative, innovation, collaboration, and mutual respect; and applying statutes and regulations and implementing school policies in accordance with ethical principles, and federal and state laws, including managing personnel issues, resolving conflicts, and implementing mandated services. Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE

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ST. JOHN'S UNIVERSITY

Activity Name: EDU 5950: School Building Leader Internship

Activity Code: NYC-26-004-013

Sub Title: EDU 5950

Min Awards: 3.0

of Sessions: 2

Max Awards: 3.0

Description: The SBL Internship develops leadership at the school building level by facilitating hands-on experiences in every aspect of school administration, accompanied by reflective analyses, and connections between evidence-based research and practice. (Prerequisite: 12 credits completed with no incompletes outstanding.) 270 Internship hours required.

3 Graduate Credits

Max Attendance: 50

Subject Area: [Administration & Supervision]

Target Audience: [Administrators], [Teachers]

Session Date	Time	Location
09/03/2025	AM - AM	ONLINE
12/09/2025	AM - AM	ONLINE
