

MEMO

Bethel Public Schools HUMAN RESOURCES DEPARTMENT

TO: Staff considering obtaining administrative credentials

SUBJECT: **INSTITUTION CONSIDERATIONS** INFORMATION ONLY

FROM: Todd Mitchell, *Exec Dir of Human Resources*

DATE: September 20, 2017

We want to congratulate you on your first steps toward earning your administrative credential. This credential will serve as a foundation to your career as a school administrator. A sound foundation is critical to any structure and likewise we encourage you to consider a quality institution to prepare you for a career as a school administrator.

We have found there to be significant differences between credentialing institutions. While there is some truth in the adage that the experience and results depend on the candidate, we still observe a considerable difference between candidates from different programs. Oftentimes, those differences may impact your ability to make it through the screening process for a job or continue to exhibit themselves throughout the course of a career for a school administrator.

Here are three things we ask that you consider:

1. **Consider in-state versus out-of-state institutions.** The State of Washington has unique requirements, laws, and politics. Out-of-state institutions often have a difficult time preparing candidates for this challenge.
2. **Consider brick and mortar versus online programs** and, likewise, the power of having a cohort of candidates to share the experience with both during and after your program. Some majors/programs lend themselves to online learning better than others, but there's an undeniable benefit with brick and mortar for future school administrators.
3. **Review the coursework for each program you are considering.** Review the coursework and reflect on whether the program plan is indicative of the skills you will need to be an effective school administrator. If they are missing coursework with *significant* emphasis in the areas of assessment, curriculum and instruction, school law, supervision of instruction, school finance and educational policy -- you may want to look for other options.

These are just a few of the recommendations we would give you as you search for a quality program. The *final tip* is to talk with your school principal and/or evaluator. They are likely the school administrator with the most knowledge about you and can suggest a program that would compliment your background and skill sets.

The *administrative internship* is a part of all credentialing programs. In Bethel, the considerations above will be reviewed, particularly those around program coursework. Candidates whose programs don't provide a significant emphasis in the coursework noted above are at *significant* risk of not being approved for an internship with our District. We are here to assist you in anyway we can in selecting a quality program and we wish you the very best with this experience.

Recommended Programs:

- Central Washington University
- City University
- Eastern Washington University
- Gonzaga University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- University of Washington
- Washington State University
- Western Washington University
- Whitworth University