

SCHOOL DISTRICT BUSINESS LEADER (CAS)

Certificate of Advanced Study Program

Program Code: CAS-ED

Major Code: SBL

Elementary Education, Literacy, and Educational Leadership Department

Bacon 302, (716) 878-5916

elementaryeducation.buffalostate.edu/ (<http://elementaryeducation.buffalostate.edu/>)

The School District Business Leader CAS provides candidates with required content to demonstrate upon program completion the knowledge and skills necessary to perform the required tasks and responsibilities of a school district business leader. The program consists of 12 credit hours of school business courses and a six-credit supervised internship in school business. Candidates may combine the required SDBL coursework with 21 additional credits in the combined School Building/School District Leadership program to be recommended for certification in all three titles. Candidates will also have to pass the State Education Department school district business leadership exam prior to being recommended for certification.

Admission Requirements

Graduate Admissions standards require a GPA of 3.0 from the applicants' undergraduate program. Program admission requirements:

- 1) Evidence of a valid permanent or professional certificate in classroom teaching, pupil personnel service, or administration that was issued by any state or national government (submit one copy with application).
- 2) A master's degree from an accredited college or university.
- 3) Three recommendation forms that attest to applicant's potential as an educational leader. Recommenders' email address must be entered in the online application.
- 4) Three years of successful teaching and/or supervisory and/or pupil personnel service experience in schools or agencies (pre-K-12).
- 5) Statement of leadership interests, goals, and relevant professional and community service.
- 6) An interview providing evidence of successful leadership potential.
- 7) Evidence of satisfactory verbal and written English language skills.

Program Requirements

Code	Title	Credit Hours
EDL 552	PUBLIC SCHOOL LAW	3
EDL 612	SCHOOL BUSINESS MANAGEMENT AND FINANCE	3
EDL 613	SCHOOL DISTRICT ADMINISTRATION AND GOVERNANCE	3
EDL 702	EDUCATIONAL LEADERSHIP FIELD EXPERIENCES	3
EDL 705	SCHOOL DISTRICT INTERNSHIP	3
EDL 714	PERSONNEL ADMINISTRATION IN SCHOOLS	3

Program Learning Outcomes

Students will:

1. create and sustain financial and operational conditions within a district that enable all students to meet State learning standards and all staff to serve effectively in achieving that objective;
2. identify, develop, and endorse organizational and administrative policies and procedures for a district
3. effectively and ethically manage the financial resources of a district, including but not limited to identifying revenue sources; understanding the impact of economic and financial markets upon districts; forecasting district expenditures; applying cash management procedures and generally accepted accounting principles; developing a financial model to monitor district finances
4. administer employment agreements and financial and operational resources in accordance with State and Federal laws and regulations, including collective bargaining; manage and evaluate district payroll operations
5. effectively and ethically manage the operational functions of a district, including but not limited to: developing data-driven facilities plans; managing and tracking inventories, equipment, and capital assets; identifying, assessing, and communicating a district risk management program
6. assist in implementing, monitoring, and evaluating a district strategic plan; monitor and assess programs that support instruction; assist with the allocation of resources for instructional programs

7. effectively present financial data in multiple formats; direct a management information system; and implement effective mass and interactive communication strategies and techniques.