



**Preliminary Administrative Services Credential (TIER I)**  
ELDA Aspiring Leaders Program



University  
of San Diego

SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES





## **Preliminary Administrative Services Credential** (TIER I) ELDA Aspiring Leaders Program



### **Program Overview**

The Educational Leadership Development Academy (ELDA) at the University of San Diego offers an administrator preparation program focused on a single goal: to prepare strong instructional leaders who are able to lead effective school communities through the improvement of continuous teaching and learning practices. By drawing on educators who possess a strong knowledge of pedagogy and content and who demonstrate a desire for critical self-reflection, the program prepares leaders with the capacity to manage the operational and instructional components of site administration, as well as build engagement to improve student learning and achievement.

The program provides an integrated approach to leadership through the development of adult learning theory, mentoring relationships and reflective practices. Each Aspiring Leaders candidate will participate in a 40-day “apprenticeship” fieldwork experience, a critical component of the ELDA Aspiring Leaders Program. The apprenticeship is designed to offer students productive, first-hand experience with mentors in the field.

The ELDA program combines the apprenticeship with 24 units of coursework over two years. Students will attend classes one evening per week and occasional Saturdays. Upon successful completion, students will be eligible to apply for the California Preliminary Administrative Services Credential.

### **Distinguishing Features**

- Apprenticeship with an exemplary leader
- Program focus on site instructional leadership
- Coursework blends theory and practice
- Opportunity to earn a master’s or doctorate degree
- Discounted tuition

## Program Curriculum

Courses required for completion of the Preliminary Administrative Services Credential (total of 24 units).

EDLD 551	Human Relations for Leaders	3 units
EDLD 552	School Law for Aspiring Leaders	3 units
EDLD 553 554	Instructional Leadership and Supervision	2 units each
EDLD 558	School Leadership and the Politics of Education	3 units
EDLD 560	Technology for School Leaders	1 unit
EDLD 583 584	Special Topics	1 unit each
EDLD 588	Diversity and the Preparation of School Leaders	2 units
EDLD 597P/ 598P	Practicum in School Administration with Apprenticeship	6 units

## Admission Requirements

While applicants are evaluated based on a holistic method, the successful candidate to the program will demonstrate his or her candidacy in the following manner:

- Possess a master's degree or be willing to earn one (M.A. in Leadership Studies)
- Complete the ELDA Aspiring Leaders (Tier I) application, online at [www.sandiego.edu/soles/elda](http://www.sandiego.edu/soles/elda)
- Submit the Graduate School Admission Application and Statement of Purpose online at [www.sandiego.edu/admissions/graduate/application.php](http://www.sandiego.edu/admissions/graduate/application.php)
- Submit all college/university transcripts. Applicants must submit one official sealed transcript from every college/university attended. A minimum grade point average of 3.0 (on a 4.0 scale) is required in all undergraduate and/or graduate coursework
- Submit two professional letters of recommendation. Please do not submit personal recommendations
- Submit a copy of your resume
- Provide a copy of your test results from the California Basic Educational Skill Test (CBEST)
- Possess a valid Clear California Teaching or Services Credential

Please note: no examination is required for entrance to this program.

## Additional Requirements

- Recognition as an excellent teacher with a minimum of three years in a full-time teaching position.
- Leadership potential with a strong desire to serve as a site leader
- Recent participation in professional development activities
- Excellent oral and written communication skills
- Excellent human relations skills
- Basic technology skills

Please submit all application packets to:  
Melinda Martin

Educational Leadership Development  
Academy

University of San Diego/SOLES  
5998 Alcalá Park  
San Diego, CA 92110-2492

Graduate applications are accepted in the spring. For the most current deadlines, please visit [www.sandiego.edu/soles/elda](http://www.sandiego.edu/soles/elda).

The selection process is comprised of three components:

- Applications will be paper screened
- Successful applicants will be contacted for a classroom instructional observation and brief interview
- Successful candidates of the instructional observation process will submit a writing sample
- At the conclusion of the selection process a strong cohort of Aspiring Leaders will be selected





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Mother Rosalie Hill Hall  
5998 Alcalá Park  
San Diego, CA 92110-2492

**Contact Information**

**For more information about the  
Preliminary Administrative Services**

**Credential:**

Melinda Martin  
ELDA Director  
Phone: (619) 260-4181  
E-mail: [elda@sandiego.edu](mailto:elda@sandiego.edu)

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**For more information:**

[www.sandiego.edu/soles/admissions](http://www.sandiego.edu/soles/admissions) or  
[www.sandiego.edu/soles/elda](http://www.sandiego.edu/soles/elda)

