



# Ed. Leadership

*Administrator Certification*

**The American Institute for Creative Education now offers coursework in Educational Leadership & Administrator Certification. Completion of these four core courses satisfy the requirements for initial administrator certification as Assistant Building Administrator ([045](#)) with the Maine Department of Education.**

**All Ed. Leadership courses are taught by practicing Maine educational leaders. For example, the School Law, Organizational Behavior, and Supervision and Evaluation courses are instructed by Dr. Josh Ottow, Principal of Mt. Ararat Middle School in Topsham, Maine. The Special Education Law course is instructed by Melody Christensen, an exceptionality educator in Maine public schools.**

**Each course is 100% online, with rolling start and end times during the school year, vacations, and/or summer. This course structure is suitable for the practicing educator and aspiring school leader. Completion of these four courses will prepare participants for entry into the field of educational leadership in a variety of settings, including as an administrator in a public K-12 school system.**

## Ed. Leadership Courses

### **Supervision and Evaluation of Personnel**

*Instructor: Dr. Josh Ottow*

*Session Meets: Open Enrollment*

*3 Graduate Credits and/or 4.5 CEU's*

Investigation of the importance of supervision and evaluation in the field of education; focuses on fundamental principles and approaches for supervising the

teaching and learning environment; discusses the methods for assisting and supporting education personnel in their professional growth; introduces standards for evaluating teaching staff; examines ethical issues and practice related to supervision and evaluation; prepares participants for serving in an evaluative/administrative role in schools.

## **Federal and Maine Civil Rights and Education Laws**

*Instructor: Dr. Josh Ottow*

*Session Meets: Open Enrollment*

*3 Graduate Credits and/or 4.5 CEU's*

The purpose of this course is for practicing and future educational leaders to understand the legal foundations of educational policy and practices. Students will analyze legal issues and case studies in the State of Maine and the United States, with a particular focus on legal issues of importance to school administrators employed in Maine. School law topics include foundations of public education in the law, student rights, religion in schools, student discipline, bullying, liability and litigation, employment issues, collective bargaining, school finance, and charter schools. The course requires students to make connections between prior legal precedent and current practice, as well as proactive leadership practices that may have the impact of preventing litigation.

## **Organizational Theory and Planning**

*Instructor: Dr. Josh Ottow*

*Session Meets: Open Enrollment*

*3 Graduate Credits and/or 4.5 CEU's*

Examines the field of study of Organizational Behavior and how this approach is applied to the educational leadership setting. Focuses on the principal-as-manager role, teacher behavior, ethical behavior, conflict resolution, fostering creativity and innovation in schools, and how leaders could use models of organizational behavior for effective decision-making.

## **Special Education Law**

*Instructor: Melody Christensen*

*Session Meets: Open Enrollment*

*3 Graduate Credits and/or 4.5 CEU's*

Special Education is continually impacted by legislation. This course is designed to enhance the educator's proficiency in the procedural rules that guide the development and implementation of an appropriate education for students with disabilities. Areas covered include: A history of Special Education, present federal and state laws, privacy guidelines, 504 plans and the IEP (individual Education Plan) referrals, meetings, and goal setting, the Least Restrictive Environment guidelines and specific parental and students rights as per special education law.

## **Ed. Leadership Instructors**

**Dr. Joshua Ottow** received a Doctorate in Educational Leadership from the University of Maine in 2016. He has completed advanced leadership training through the Executive Education Program at The Tuck School of Business at Dartmouth College and Teachers College Reading and Writing Project at Columbia University. Currently he is Principal of Mt. Ararat Middle School in Topsham Maine. In 2014, he was named *Maine Assistant Principal of the Year* by the National Association of Secondary School Principals in Washington DC. Dr. Ottow's prior publications and presentations have focused on the leadership topics of student data and intervention, restorative practices, school climate, and educational technology. Prior to becoming a school leader 12 years ago, Dr. Ottow was a middle and high school social studies teacher in Maine and California.

**Melody Christensen**, Director of AICE, was a classroom teacher for many years, has taught at all grade levels. Her experience includes working with students with exceptionalities both in the United States and England. As Director of the American Institute for Creative Education, Melody instructs classes in exceptionalities, literature, writing and assessment.