

---

## MAJOR CHOSEN: SPECIALIST IN EDUCATION IN EDUCATIONAL LEADERSHIP

---

### I. A BRIEF DESCRIPTION OF THE MAJOR

The Specialist in Education degree in Educational Leadership is designed to prepare students for educational leadership positions in Christian elementary and secondary schools and similar ministries. It is usually taken by students who have already completed a Master of Science degree in Educational Leadership, but that is not a prerequisite. The degree provides instruction in the areas vital to developing the knowledge and skills necessary for leaders to deal effectively with the wide range of problems facing Christian schools and other educational ministries in the world today. Because this is an advanced graduate degree in educational leadership, course work is individualized, based on the student's previous graduate work.

### II. COURSE HIGHLIGHTS

The following courses provide a foundation for this degree:

*Educational Leadership* provides basic principles of educational leadership for Christian school administrators, principals, and others in administrative positions.

*School Business Management* covers the basic administrative functions of the school administration. The course emphasizes distinctly Christian school management philosophy, recruitment of students, sound principles of business management, personnel practices, and the maintenance and development of educational facilities and equipment.

*Supervision of Instruction* provides several models of supervision helpful in improving the quality of instruction in the school.

*Microcomputers for Administrators* provides a review of educational software available for instructional and administrative applications in schools.

*School Finance* provides practical instruction in budget preparation and monitoring of Christian school finances, cash flow analysis, and government reporting requirements.

*Fundamentals of Curriculum* provides an overview of what a student should know and be able to do in K5-12 based on the Bob Jones Press textbook collection.

Personnel Administration covers the employment process, the development and supervision of personnel policies and procedures, and employment law.

Public Relations in Education provides an overview of the principles of public relations as they apply to the promotion of a Christian school.

Organizational and Administrative Theory focuses on the nature of organizational behavior and administration and its uses in the management and functioning of school systems.

The Principalsip will cover foundations and functions of the principal and his unique responsibilities as they relate to his role as instructional leader in the Christian school.

Pupil Personnel Services deals with the wide range of responsibilities the school has in the area of personnel services. Typically, these responsibilities would be handled by the school guidance counselor; however, not every school has a guidance counselor. This course provides insights concerning the provision of these essential services with or without a counselor.

### III. AN OUTLINE OF COURSE REQUIREMENTS

The following core courses are required:

Foundations of Education .....	3
Philosophy of Education .....	3
Fundamentals of Curriculum .....	3
Research in Education .....	3
Psychology of Education .....	3
Systematic Theology.....	3
Systematic Theology.....	3

12 hours must be selected from the following:

Pupil Personnel Services .....	3
Principles of Administration .....	3
Admin. Leadership/Supervision.....	3
Educational Leadership .....	3
School Business Management.....	3
Supervision of Instruction .....	3
Microcomputers for Administrators .....	3
Public Relations in Education .....	3
Administrative Strategies .....	3
School Finance .....	3
School Law .....	3
School Plant .....	3
Personnel Administration .....	3
The Principalsip .....	3
Readings in Educational Administration .....	3
Higher Education Administration .....	3
Administrative Internship .....	3
Organizational & Administrative Theory .....	3
Higher Education Admin. Internship .....	3
Special Topics .....	3

#### IV. ABOUT THE FACULTY

**Dr. Steve Buckley** is director of the Career Development and Placement Office. He has many years of practical experience in pupil personnel services.

**Dr. Donald Jacobs**, chairman of the division of elementary education, previously served as principal of Bob Jones Elementary School and a church-related Christian school. He teaches courses in elementary education and educational leadership. He is a frequent speaker at Christian school conventions.

**Dr. Nick Uwarow** teaches numerous courses in Christian school administration. He is an experienced Christian school administrator having served as assistant principal at Bob Jones Academy and as administrator of a church-related Christian school. He speaks regularly at Christian education meetings.

**Dr. Brian Carruthers**, Dean of the School of Education, is involved in teaching courses in educational administration. Brian has many years of experience teaching science and serving as the administrator of Christian schools.

All together, these and the other faculty teaching in the Division of Graduate Studies in the School of Education have over 300 combined years of experience teaching. You will not find a better, more experienced faculty in the country.

You will be studying under many of the authors who researched and wrote the Textbooks for Christian Schools published by Bob Jones University Press. It may be their textbooks you will teach from when you graduate from Bob Jones University. You will be getting your training straight from the experts.

#### V. FACILITIES, EQUIPMENT, AND OPPORTUNITIES

**The Media Center** contains all the audiovisual equipment you are likely to use in teaching, including equipment for preparing transparencies, videotapes, laminated bulletin board figures, slide presentations, signs, and duplicating equipment. You will learn how to use these various machines under the guidance of our trained and dedicated staff. The Media Center is also equipped with various curriculum materials, textbooks, and teaching materials for all grade levels and subjects.

**Completely equipped computer laboratories** are available for your use. There are many academic computer labs conveniently located all over campus. They consist of various types of PCs, Apple PowerMacs, and laser printers and are all interconnected via a Novell computer network.

**You will have the opportunity to observe** experienced Christian teachers right on our campus in the beautiful, air-conditioned buildings of Bob Jones Beginnings Center (kindergarten and first grade), Elementary School, Junior High, and Academy.

**The School of Education maintains a Reading Laboratory** which provides you with training in diagnostic and remedial reading procedures. You can also learn how to improve your own reading skills and become acquainted with the latest and the best reading equipment.

**Because of our care and concern for the spiritual as well as the physical needs** of the people in our part of the country, students are encouraged to be involved in outreach ministries in our area. While you are here you will have the opportunity to participate in as many of these ministries as you can fit into your schedule. These opportunities vary from work in nursing homes, jails, detention centers, and churches, to visitation, Bible clubs, providing special music, and martial arts teams.

**Davis Field House**, with over 87,000 square feet and seating for 3,000 people, contains 4 full-sized courts; auxiliary courts; indoor and outdoor tracks; swimming pool; café; and a fitness center with fully-equipped exercise room, aerobic room, sauna, and whirlpool.

**The Mack Library**, with 90,000 square feet of floor space and seating for over 1,300 students, gives you access to 294,000 volumes, 1,100 current periodical subscriptions, and more than 17,000 music, speech, and language recordings. Mack Library offers access to over 65 electronic databases on the library web site. An interlibrary loan program is available through OCLC, a national database, for books not held in our library. Other prominent features include the Jerusalem Chamber, a replica of the room in Westminster Abbey in London in which work was done on the 1611 King James Bible, and the University Archives Room which displays materials about the Founder and history of the University.

**If you are planning to live on campus**, you will be glad to know that all of our residence halls are air-conditioned, have wall-to-wall carpeting, and have a phone in each room. You will be able to make long-distance calls directly from your room and have them automatically placed on your school bill. Computer network connectivity is available in all residence halls, as well.

All of our classrooms are air-conditioned, and there are awnings over the sidewalks to keep you dry when it is raining. The Dining Common serves 8,500 delicious meals a day, and the Snack Shop and Bookstore in the Student Center carry just about anything you'll need.

**If you are planning to live off campus**, our **Office of Student Services** would be glad to assist you in finding employment and housing. This office also has a Notary Public, driver's license information, car registration information, and tax forms for most states. You may request information by writing them or by calling (864) 242-5100.

**You will find your fellow graduate students equally as serious** about their studies, and many of them will become your good friends. Also you will have many opportunities to make valuable professional contacts during your time at Bob Jones University.

## VI. CAREER OPPORTUNITIES AND PLACEMENT

You could have as many as three good teaching opportunities to choose from as you look for a place to teach. We receive over three times as many requests for teachers as we have teachers to fill those requests. And, in the future, the number of teaching opportunities will increase as we, as a nation, face a national teacher shortage. You will be qualified to help meet this need and train young people both in the states and abroad.

**The Career Development and Placement Office** sponsors a Principals' Recruitment Conference each February. Approximately 140 administrators and principals from many states and some foreign countries gather to interview and hire new teachers for their schools. This Conference will give you many opportunities to find a place of service after you graduate. In addition, the Career Office maintains a file of miscellaneous information about various Christian schools across the country. This file, too, may provide you with a contact that could lead to many years of active service for the Lord.

## **VII. BJU: AN AFFORDABLE EDUCATION**

Enclosed is an expense sheet detailing the cost of attending Bob Jones University. When you compare our charges to those of other private colleges, we think you will be pleasantly surprised. We believe we offer a student more value for his dollar than anyone else in America.