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(584-2018)

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Catholic Educational Association of the Philippines
National Capital Region

INSTITUTE FOR CONTINUING EDUCATION

in coordination with



St. Paul University Manila
(St. Paul University System)
680 Pedro Gil St., Malate, Manila

“Certificate in Catholic School Leadership”

10-27 April 2013

CERTIFICATE IN CATHOLIC SCHOOL LEADERSHIP

Often good teachers who are appointed as principals department chairs, coordinators or program heads are prepared for academic careers in teaching and research, not anticipating the need for formal training in management, administration and leadership. Consequently, they encounter difficulties when suddenly thrust into management positions and are forced to rely on intuition, life experience, and innate ability in leading and managing their school community. Effective leadership is needed especially in Catholic schools where administrators are expected to use their management and leadership skills to maintain and promote their distinct character as **CATHOLIC SCHOOLS**.

This certificate program is designed for principals, assistant principals, department/area chairpersons, coordinators and program heads of Catholic schools who did not undergo a formal training in educational leadership and management. The six-part module will enable the participants to recognize and value the Foundations of Catholic education and its mission: the academic and spiritual development of students, faculty and staff through an exposure to the Church teachings and an immersion in the practices that cultivate faith. Focus is on the theory and practice of educational administration aimed at developing Servant leaders who will be catalysts for social transformation in the formal education setting.

The program will likewise provide opportunities for the experienced administrators to hone their skills and rekindle their passion for servant leadership.



PROGRAM DESIGN

Module 1: The Mission of the Catholic School -

- A. Foundations of Catholic Education
- B. Spirituality of the Educator
- C. The Catholic School Culture: Building a Faith Community

Module 2: Leadership and Educational Administration -

- A. The Catholic School Leader
- B. Servant Leadership
- C. Educational Management and Administration
- D. Administrative Skills: Communication, Decision-making, Mentoring

Module 3: Curriculum and Instructional Leadership

- A. Curriculum Development and Integration for Holistic Formation
 - 1. Justice and Social Responsibility
 - 2. Peace Education
 - 3. Gender Fair Education
 - 4. Integrity of Creation
- B. Religion as Core of the Curriculum
- C. Supervision of Classroom Instruction
- D. Evaluation of Curriculum and Instruction

SYNTHESIS OF MODULES 1-3

Module 4: Personnel Leadership in Schools

- A. Hiring, Induction, Training, Retention, Dismissal
- B. Performance Evaluation and Management
- C. Faculty and Non-teaching Personnel Development
- D. Management of Labor Union, Grievance Mechanism

Module 5: Legal Aspects of Management of Educational Institutions

- A. Laws Affecting Private Education in the Philippines
- B. Legal Instruments
- C. Administrative Procedure

Module 6: Business and Financial Administration for Catholic Schools

- A. Resource Management
- B. Budgeting and Financial Management
- C. Physical Plant and Facilities Development
- D. Networking

INTEGRATION -STRATEGIC PLANNING

SYNTHESIS

CLOSING RITES