

# Chief School Business Official



*Goal: To prepare collaborative, competent, fiscally-responsible, legally-literate, ethical, educational leaders (Business Managers) for Illinois public school districts.*

The Educational Leadership program at Springfield is offering a newly developed and revised Chief School Business Official (CSBO) program designed to meet current and new standards at both the national and state levels. The UIS campus and the Illinois State Board of Education have approved

the proposed EDL program's courses that will lead to a Chief School Business Official. Candidates will take 34 hours of EDL graduate courses needed for a Chief School Business Official endorsement. This will allow candidates to be chief school business officials after they have passed the state standards-based certification test and completed two (2) years of business management experience.

The Chief School Business Official endorsement is designed to prepare Illinois educators for advanced study and preparation in the organization and administration of the management of fiscal, physical, and human resources of a public school district in Illinois. Courses are appropriate for candidates who are currently employed as building principals, State Board of Education personnel, and central administrative staff. Courses include a carefully planned set of standards-based experiences designed to develop knowledge, skills, and dispositions necessary to meet candidates' needs and interest in the area of Chief School Business Official endorsement.

The Chief School Business Official (CSBO) endorsement is a hybrid model of delivery which requires the completion of 34 semester hours of coursework in an online and on-campus delivery system, which includes 28 hours of EDL courses and three semesters (two credit hours each) of clinical experiences. Academic content for the sequence includes the following courses:

EDL 582 B Politics and Advocacy	2 hrs.
EDL 577 B Collective Bargaining	2 hrs.
EDL 603 B Adv. Seminar on Law and Public Policy	4 hrs.
EDL 612 B Mgmt of Educational Funds and Facilities	4 hrs.
EDL 621 B Superintendent and Central Staff/ Personnel Administration	4 hrs.
EDL 626 B Clinical Experiences/Internship	2 hrs.
EDL 627 B Clinical Experiences/Internship	2 hrs.
EDL 628 B Clinical Experiences/Internship	2 hrs.
EDL 635 B Organizational Theory and Leadership	4 hrs.
EDL 640 A Business Application (Revenues)	4 hrs.
EDL 645 A Finance Applications (Expenditures)	4 hrs.

(\*Note: if students are lacking in fundamentals because their master's degree was not in education (research or curriculum) they may be asked to make up for these deficiencies by taking an MTL online course in **research or curriculum development or both.**)

EDL 541 B *Introduction to Research (online)	4 hrs.
EDL 543 B *Instructional Design (online)	4 hrs.
EDL 605 B *Research in Ed. Leadership (on-campus)	4 hrs.
EDL 611 B *Superintendent as Inst. Leader (on-campus)	4 hrs.



## The Faculty

The UIS Educational Leadership faculty members were selected as a result of intensive national searches designed to hire the best possible faculty to teach in the Chief School Business Official Certificate Program as well as be able to participate as productive and qualified members in both the ADL and MTL degree areas in the EDL Program. As individuals and program faculty, the EDL faculty possesses the knowledge, skills, dispositions and experience necessary for a quality educational leadership program at this level.

Scott L. Day, Ed.D., Chair  
Associate Professor

Nathaniel Anderson, Ed.D.  
Visiting Assistant Professor

Leonard R. Bogle, Ed.D.  
Assistant Professor

Vickie S. Cook, Ph.D.  
Visiting Assistant Professor

Donald Kussmaul, Ed.D.  
Visiting Assistant Professor

Daniel B. Matthews, Ph.D.  
Associate Professor

Margaret A. Noe, J.D., Ph.D.  
Assistant Professor

William Phillips, Ed.D.  
Assistant Professor

Walter H. Warfield, Ph.D.  
Scholar-In-Residence

## Admission Information

To be considered for acceptance into the Chief School Business Official program a candidate must:

Complete a UIS Graduate Application for Admission form (online) [www.uis.edu/admissions/gradapply](http://www.uis.edu/admissions/gradapply) and send *directly* to the Office of Admissions and Records

Arrange to have copies of official transcripts from each institution where undergraduate, graduate & non-degree credit was earned sent *directly* to the Office of Admissions and Records.

### Program Application Requirements and Process

Acceptance into the Chief School Business Official program is competitive. To be considered for acceptance into the program applicants must:

- Have at least a 3.0 GPA (on a scale in which A equals 4.0)
- Submit a completed EDL Chief School Business Official Application Form *directly* to the EDL program office
- Submit a completed EDL Program Personal Data Form
- Submit a current resume to the EDL Program
- Submit Graduate Record Examination (GRE) test results and written portion of the exam, offered at any local Sylvan Learning Center
- Submit to the EDL Program a sample of your academic or professional writing
- Arrange to have three educational and/or professional references be completed and sent *directly* to the EDL Program

### Cohort Concept

The cohort concept focuses on the development of each student, group skills, and enhancement of group learning opportunities. The intent and expectation is for all students to proceed together throughout the Chief School Business Official program.



The University of Illinois at Springfield is one of three U of I campuses and is located on 746 picturesque acres in the state capital of Illinois. We are a small, public liberal arts university with an enrollment of 4500 including 2000 graduate students. Faculty members are teacher-scholars and the average class size is 15. UIS offers 42 degree programs, 21 bachelor's, 20 master's and the Doctorate of Public Administration. UIS is also a national leader in online education, with eight bachelor's completion programs, five master's programs, and a math teaching certificate program offered fully online, as well as about 200 online courses.

On-campus sessions are offered in smart classrooms which offer the instructor or student projectors, computers and Internet access for demonstration and instruction. Most classrooms are also equipped with smartboard technologies which can record or save written presentations. The UIS campus was one of the first campuses in Illinois to be completely wireless allowing instructors and students the option of accessing web materials directly from laptops, PDAs, or other electronic devices.

### Contact Information

#### Educational Leadership, BRK 377

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website: [www.uis.edu/educationalleadership](http://www.uis.edu/educationalleadership)

#### Office of Admissions,

telephone: 217.206.4847 / email: [admissions@uis.edu](mailto:admissions@uis.edu)  
website: [www.uis.edu/admissions](http://www.uis.edu/admissions)



University  
of Illinois at  
Springfield

Educational Leadership

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