

**Massachusetts Association of School Business Officials (MASBO)/
Worcester State University
FY17 School Business Administrator Licensure Program**

Do you know someone looking for a way to make a positive difference for children in the Commonwealth of Massachusetts? School Business Administrators (SBA's) are key players on educational leadership teams, partnering with superintendents, principals, department heads, and other staff members to provide the highest quality teaching and learning to students in schools and districts across our state.

MASBO and Worcester State University (WSU) are again delighted to partner to provide a structured, Department of Elementary and Secondary Education (DESE) approved pathway to initial licensure as a School Business Administrator in the Commonwealth. This 16 month long, professional growth opportunity is best suited to public, charter, collaborative, and private school business office staff members; teachers; principals; and individuals with business experience who are employed in other public/non-profit/private organizations. Pre-requisite requirements include possession of a Bachelor's Degree from a DESE-designated accreditation agency and experience as noted [here](#).

Program Components include:

- Five graduate-level courses from September 29, 2016 through November 18, 2017 (with the summer off) scheduled primarily in Millbury, MA on Saturdays and at MASBO event days. Course titles are: Leadership Challenges in School Business Administration; Human Resources Management; Financial Accounting; and Information Based Management.
- Assignment of and partnering with an experienced and trained mentor to collaborate on and complete a 300-hour internship.
- Benefits of membership in the organization, including attendance at MASBO events, for the duration of the program.

Benefits of this proven certificate program are many:

- Successful completion results in a licensure endorsement to the Commonwealth.
- Instructors are school business and human resource professionals who have experience in various districts around the state who bring a wealth of knowledge to the classroom, enhancing the relevance of subject matter as it pertains to on-the-job requirements.
- Trained mentors are experienced, licensed school business administrators or retirees who are also MASBO members.
- Course credits can be applied to WSU's Master in Education degree program.
- Networking and other opportunities support post-graduate job placement.
- Guidance throughout the program helps you meet program and licensure benchmarks.

Program Cost is \$5,225. Payment is due prior to the first session on 9/29.

Want to learn more? The attached documents contain more details. For questions, please reach out to Margaret Driscoll at pd@masbo.org or 781-738-3019.

Ready to get started? Fill out the Application Form and send it, along with your resume, to pd@masbo.org. And congratulations on taking the first step toward a career that will help make a tremendous difference in the life of a child!