



Micro School Leadership Dual Certificate Program

Micro School Network Certificate in Leadership & Harvard Graduate School of Education Certificate in Instructional Leadership

Course Content Overview

Overview

Earn both an **Micro School Network Certification in Leadership** and a **Harvard Graduate School of Education's Certificate in Instructional Leadership (ILC)**. The Micro Schools Network (MSN) is excited to offer this multi-course certificate program which combines the skills needed to both lead a team of high quality instructors and manage the day to day administrative tasks unique to small schools and learner driven environments.

This dual certificate program consists of *5 online asynchronous courses and 5 synchronous cohort meetings* (at the conclusion of each of the 5 classes). By completing these five courses, over the course of a year, **you will be awarded a comprehensive certificate from the Micro Schools Network (MSN). You will also earn Harvard Graduate School of Education's (HGSE) Instructional Leadership Certificate (ILC)** as you fulfill the requirements of the Micro School Leadership comprehensive certificate



Harvard Graduate School of Education (HGSE) Courses

Please note that HGSE participants can earn *2 Continuing Education Units (CEUs) and 20 Professional Development clock hours per module*. Participants will get the CEUs when they complete a reflection assignment, so the clock hours are automatic on completion of the ILC certification. **Please inquire if you're considering using these CEUs.**

Course 1: Articulating the Intangibles of Teaching: Aligning Your Purpose and Practice for Instructional Leadership (HGSE)

The course is divided into six one-week modules that traverse the layers of practice that inform great teaching. Each week consists of approximately three hours of online work and one practice challenge, during which you'll apply learning in your real-world context. Through the weekly modules you'll uncover the why, what, and how of your instruction. And you'll excavate the intangibles of teaching to align mission, vision, methods, decisions, and student work in a comprehensive, personal language of practice.

Week 1: **Finding Your Why**

Week 2: **Framing Your Vision**

Week 3: **Routines for Purposeful Practice**

Week 4: **Strategies for Purposeful Practice**

Week 5: **Artifacts of Purposeful Practice**

Week 6: **Aligning Your Practice**

Learning Goals

- Reconnect with your purpose for teaching and how your mission drives your practice.
 - Reflect on the values and norms of your classroom, describe signature routines, and learn from others.
 - Apply practices for continuing to develop a cohesive language of practice through deep investigation of routines, strategies, and student work.
 - Share your learning with students, parents, and colleagues through your work in classrooms.
 - Examine how your emerging language of practice is foundational to mentoring, coaching, and instructional team building as you grow as an instructional leader.
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Course 2: Instructional Coaching Through Change: Supporting Teachers in Action (HGSE)

Each week consists of approximately three hours of online work and one practice challenge, during which you'll apply your learning in your real-world context. Through the weekly modules, you'll uncover five pillars of coaching that guide the collaborative learning experience. Though they are not the only five aspects to focus on when coaching, they are a curated framework, honed by course faculty and aimed at growing the relationship-building skills and practical lenses necessary to coaching.

Week 1: **Introduction to Our Pillars**

Week 2: **Agency - a teacher's ability to act in the world to be an agent of change**

Week 3: **Enactment - the practical, why, how, and what of coaching**

Week 4: **Inquiry - a stance to help you coach with humility and curiosity**

Week 5: **Observation - the power of witnessing teachers in their contexts**

Week 6: **Understanding - the impact of coaching on learning — for students, teachers, and coaches**

Learning Goals

- Reflect on individual strengths and growth edges that help set goals for your learning and development as an instructional coach.
 - Understand teacher agency as a fundamental driver of sustained instructional improvement.
 - Articulate student-centered versus teacher-centered coaching goals.
 - Anticipate the benefits and limitations of different coaching strategies as tools in different situations or contexts.
 - Use questions to identify important but otherwise invisible data.
 - Develop explicit awareness of the lenses through which we view classrooms as we move up the ladder of inference.
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Course 3: Leading Teacher Teams: Promoting Growth Through Effective Collaboration (HGSE)

The course is divided into six one-week modules that explore the fundamentals of facilitating teacher teams. Through the weekly modules, you'll uncover strategies for balancing your team's role in advancing student learning, fostering the professional growth of individuals on your team, and establishing the structures and dynamics required for successful team collaboration.

Week 1: **Establishing Teacher Teams**

Week 2: **Leading Adult Learning**

Week 3: **Facilitating Effective Meetings**

Week 4: **Facilitation Protocols for Discussing Instruction**

Week 5: **Facilitation Protocols for Solving Common Challenges**

Week 6: **Managing Conflict on Teams**

Learning Goals

- Explore current research on professional learning for teachers.
 - Examine common models of professional learning with a focus on team-based, collaborative approaches.
 - Practice designing and facilitating team-based learning experiences and receive feedback from peers.
 - Reflect on how you can improve the design and facilitation of teacher teams in your unique contexts
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Course 4: Teachers Mentoring Teachers: Practices for Powerful Professional Communities (HGSE)

The course is divided into six one-week modules designed for you to grow as a mentor teacher. Each week consists of approximately three hours of online work and one practice challenge, during which you'll apply your learning in your real-world context.

Through the weekly modules you'll uncover the general characteristics of powerful mentoring relationships, the unique features of mentoring relationships at different stages of teaching, and your own authentic enactments of who you are and aspire to be as a mentor. Whether you are new to mentoring or an experienced mentor, you'll learn practices that help you build your mentoring skills and seek out opportunities to be mentored by others.

Week 1: **Identifying your Mentor Self**

Week 2: **Building Mentoring Relationships**

Week 3: **Mentoring through Personal Challenge**

Week 4: **Mentoring Student and Apprentice Teachers**

Week 5: **Mentoring Early Career Teachers**

Week 6: **Build Your Mentor Identity and Professional Learning Network**

Learning Goals

- Connect your personal history to elements of powerful mentoring.
- Develop and practice skills used to build trust in mentoring relationships.
- Use cycles of inquiry to dig into personal and social challenges.
- Identify roles and relationships that support the development of student and apprentice teachers.
- Establish strategies for co-teaching with student, apprentice, and novice teachers.

- Build practices for supporting early career teachers as they navigate challenges and participate more fully in the professional community.
 - Explore leadership and mentoring practices that serve and support mentors and mentees when the stakes are high.
 - Examine methods for mentoring across a career in teaching, also drawing examples from other disciplines.
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Micro Schools Network (MSN) Course

Course 5: Managing and Sustaining a Successful Micro School (MSN)

The course is divided into six one-week modules designed for you to lead and sustain a successful micro school. Each week consists of approximately three hours of online work and one practice challenge, during which you'll apply your learning in your real-world context.

Through the weekly modules you'll dive into the foundation of opening and operating a successful micro school. This course enables micro school owners, educators and prospective founders to deepen their expertise in financial sustainability, operational efficiency, and educational leadership. With targeted content created by and for micro school owners, this course provides a meaningful framework for building a new school and expanding operations.

Week 1: Governance and Business Structure in a Micro School

Week 2: Financial Management for Micro Schools

Week 3: Facilities and Risk Management for Micro Schools

Week 4: Hiring and Managing Educators in a Micro School

Week 5: Admissions and Marketing in a Micro School

Week 6: Relationship Management for Ongoing Success

Learning Goals

- Implement accountability measures for school leadership and ethical governance practices.
- Understand fiscal school success through budget and tuition frameworks for long-term strategy and reporting.
- Develop child safeguarding policies to ensure a safe learning environment including emergency procedures and insurance implications.
- Recruit, train, evaluate, and retain micro school staff to build a strong team to support student learning.
- Establish your value proposition through marketing and find the best fit families based on your micro school vision.

- Leverage parents, community resources and volunteers to build a sustainable school for the future.

For any questions about this 5 course certificate, **please contact hello@microschools.com**. We look forward to learning and collaborating together!

