



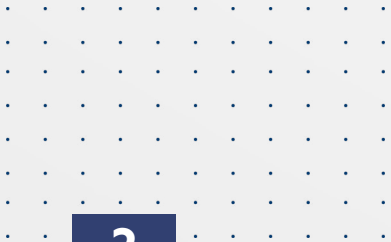
Adventist[®]
Education

INTER-AMERICAN DIVISION

DEPARTMENT
OF EDUCATION

CERTIFICATION IN MANAGEMENT OF EDUCATIONAL INSTITUTIONS





Presentation

This certificate is designed for directors of educational centers, directors of Mission or Conferences, and assistant directors and area coordinators. It seeks to train servant leaders who can form cohesive and committed work teams that are sufficiently motivated to achieve the objectives set for each proposed period.

Objective

Consolidate the development of basic servant leadership competencies in Adventist educational institution administrators in the Inter-American Division territory.





Outreach

- Directors of educational centers
 - Mission or Conference Directors
 - Assistant Directors
 - Area Coordinators
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Duration

- Each subject : 01 month
- Synchronous hours : 04 hours per course
- Asynchronous hours : 08 hours per course
- Weeks per subject : 04
- Months : 10 months



Justification

“Wherever there are established colleges, there are to be provided knowledgeable administrators, able men, who abhor greed, men who will do their best with the various responsibilities of their positions.” (White, E. Education Cristiana.p.450)

The educational institution as a space where different types of relationships are established needs prepared people who can build a school in which excellence is the goal, from an Adventist Christian approach. Therefore, those who occupy the position of principal must possess the necessary competencies to fulfill their function adequately.





Entry Profile

Participants must meet the following profile:

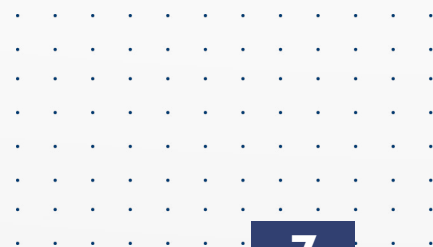
- Be a Seventh-day Adventist with no less than 5 years of baptism.
- Possess a Bachelor's or master's degree in Elementary and or Secondary Education from an accredited or state-recognized university.
- Have the denominational component for teachers if he/she has not studied at an Adventist university.
- Be a principal of an Adventist educational institution, or otherwise be working in an administrative area of an educational institution.
- Have experience in an educational institution as a teacher in front of a group.





Subjects to be taught

- Adventist Education Philosophy and Faith Integration
- Strategic Management
- Christian Foundations of Educational Administration and Effectiveness
- Talent Management and Servant Leadership
- ICTs for Strategic Management (ICTs: Information and Communication Technologies)
- Service Management
- Financial Management and Investment Projects
- Legislation and Educational Organizations
- Marketing for Adventist Educational Institutions
- Management Competencies

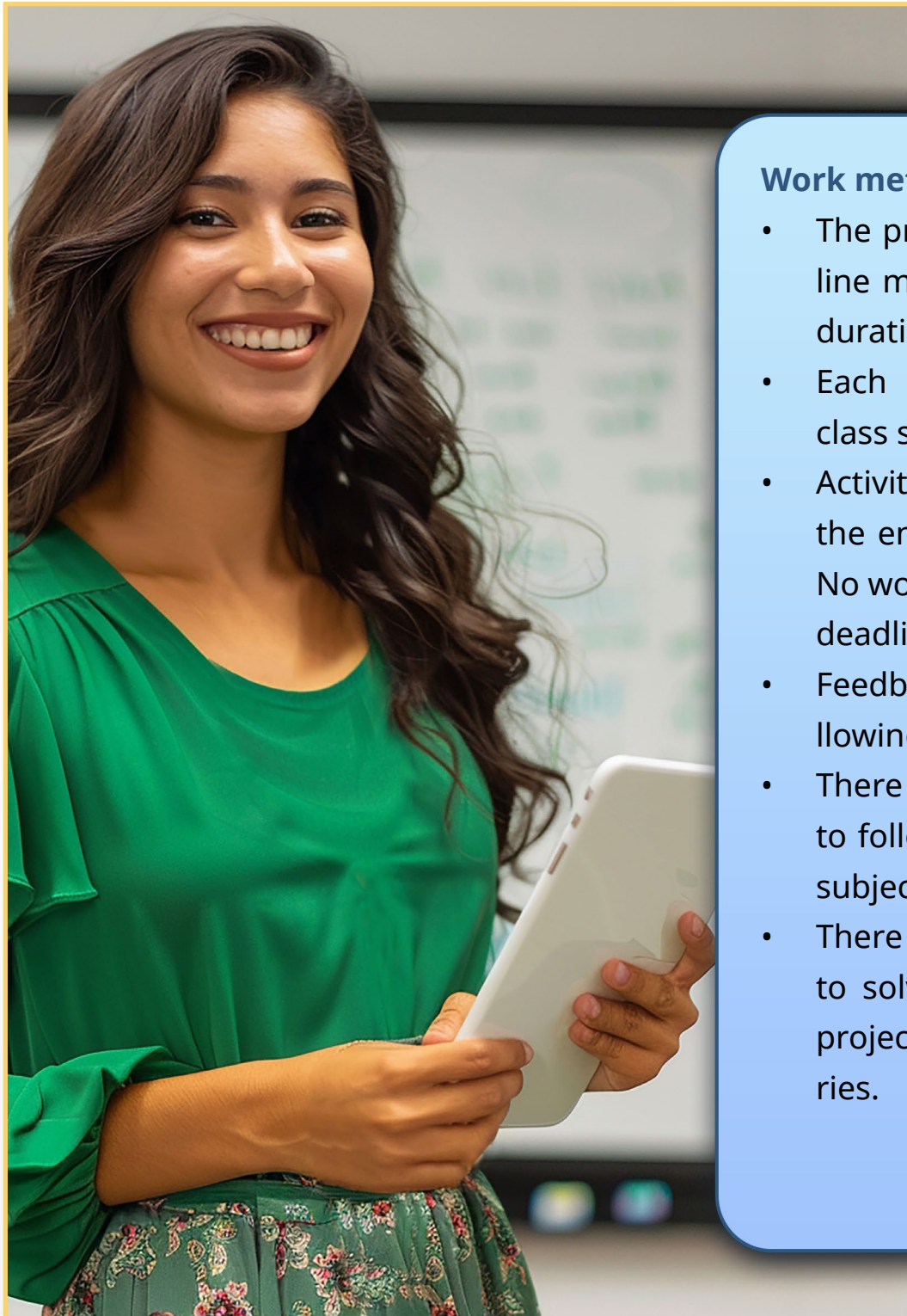


Completion Profile

At the end of the program, the participant will be able to:

- Lead an institution together with its collaborators so that it becomes a reference in its community.
- Design a functional institutional strategic plan.
- Develop marketing strategies to meet the expectations of the public involved in Adventist education and generate high levels of loyalty.
- Form effective and committed work teams to achieve the goals related to the progress of their educational institution.
- To substantiate the educational proposal of the institution that is different from others existing in the environment for its biblical philosophy and for being Christ-centered.
- Help to consolidate the profile of each team member that leads through an effective accompaniment.
- Define a leadership style that reflects the servant model of Jesus Christ.





Work method

- The program is taught in the on-line modality, each subject has a duration of 4 weeks.
- Each week has a synchronous class session of 2 hours each.
- Activities must be submitted at the end of each week of classes. No work will be received after the deadline.
- Feedback will be shared the following week of class.
- There will be an online platform to follow the development of the subjects.
- There will be a team that will help to solve doubts about activities, projects, or other types of queries.

Modality

Online, via Zoom.

The language in which the classes will be taught is English.



Computer resources

- To have an e-mail account of the institution where the user works.
- Have a regular internet connection and easy access.
- Basic computer equipment or mobile device with internet access.
- Access to a general-purpose browser: Mozilla Firefox, Chrome, Brave, Safari, etc.
- Software that can read PDF files (e.g. Adobe Acrobat Reader).
- Zoom application installed for synchronous online classes.



Academic Requirements

- Bachelor's degree in Education, Administration, Accounting or other related to educational management.
- Proficiency in technological tools

Certificate Validity

The certificate will be valid for five years.

Certificate Renewal

The following courses must be completed to be eligible for renewal of the certificate.

- Adventist Philosophy of Education and Faith Integration
- ICTs for Strategic Management (ICTs: Information and Communication Technologies)
- Christian Foundations of Educational Administration and Effectiveness
- Financial Management and Investment Projects
- Strategic Management.



PRESUPUESTO DE PROGRAMA DE GESTIÓN EN INSTITUCIONES EDUCATIVAS

Gastos de Operación

- Docentes**
- *Filosofía de la Educación Adventista e Integración de la Fe*
 - *Gestión Estratégica*
 - *Fundamentos Cristianos de Administración Educativa y Efectividad*
 - *Gestión del Talento y Liderazgo Servicial*
 - *TICs para la Gestión Estratégica*
 - *Gerencia de Servicios*
 - *Gestión Financiera y Proyectos de Inversión*
 - *Legislación y Organizaciones Educativas*
 - *Mercadeo para Instituciones Educativas Adventistas*
 - *Competencias Gerenciales*
- Revisores**
- *Revisor 1*

Gastos Administrativos

- Gestión**
- *Coordinaciones, ejecución del proyecto, anuncios, evaluaciones, etc.*

Otros gastos

- Diseños**
- *Varios*
- Libros**
- *Material de consulta*
- Monitoreo**
- *Cumplimiento de actividades, asistencia, satisfacción de participantes*
- Imprevistos**
- *Varios*

TOTAL DEL PROYECTO

Sub Total

Sub Total

US\$

Schedule

No	Description	Qty.	Time	M0	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11
0	Project Preparation		30 days	■											
1	Call for Participants	1	20 days	■											
2	Call for Teachers	1	20 days	■											
3	Teacher Training (Objectives, competencies, platform)	1	1 day	■											
4	Registration of Participants	1	5 days	■											
5	Program Start	1	1 day		■										
6	Review of Tasks	1	10 months		■	■	■	■	■	■	■	■	■	■	
7	Subject Development	10	10 months		■	■	■	■	■	■	■	■	■	■	
8	Feedback of Results (teachers and participants)	3	3 days				■			■			■		
9	Assignment of Grades	10	10 days		■	■	■	■	■	■	■	■	■	■	
10	Teacher Evaluation	10	10 days		■	■	■	■	■	■	■	■	■	■	
11	Project Execution Report	1	1 day												■



Subjects, content, and teachers

Assignment	Content	No. of synchronized hours	No. of non-synchronous hours	Teachers
Philosophy of Seventh-day Adventist Education and Faith Integration	Biblical worldview of Adventist Education, scale of values of the teacher and the student, the human being and his actual nature, integral education.	4	4	
Marketing for Adventist Educational Institutions	Business intelligence, Moments of truth, Market segmentation, Positioning, Marketing Mix, Marketing Strategies, Digital Marketing, Inbound Marketing, Inbound Marketing.	4	4	
Strategic Management and Effectiveness	Mission, Vision, Values, Strategy Map, Project Management, Performance Indicators, Dashboard, Business Model, Management by Results, Management by Processes, Continuous Improvement, Lean Six Sigma.	4	4	
Christian Foundations of Educational Administration	Priorities of an Adventist educational institution, contrast with other management models, Greek philosophy vs. biblical principles on education and management. Management trends in the context of the Great Controversy.	4	4	

Assignment	Content	No. of synchronized hours	No. of non-synchronous hours	Teachers
Talent Management and Servant Leadership	Talent Attraction and Development Process, Happiness Management, Leadership Styles, Coaching, Mentoring, Servant Leadership (Leader Model: Jesus)	4	4	
ICTs for Strategic Management (ICTs: Information and Communication Technologies)	Technological support, Big Data, Business Intelligence, Reporting (Dashboard Management), Digital Transformation, Blockchain Validation	4	4	
Service Management	Process Management, Logistics, Services with Operational Excellence, Customer Journey Map, Digital Transformation of Operations	4	4	
Financial Management and Investment Projects	Project Management, Project Software, Agile, Scrum, etc.	4	4	
Legislation and Organizations	Legal basis and biblical principles in the management of Adventist educational institutions. Logic of current legislation, UN SDGs. Labor rights, legal implications in management, opportunities, and challenges in the face of legislative trends (Blockchain and certifications).	4	4	
Management Competencies	Management Competencies Time management, Team building, Stewardship and management.	4	4	
TOTAL		40	40	80



Glossary

- UM** : Universidad de Montemorelos
- UNADECA** : Universidad Adventista de Centro América
- ULV** : Universidad Linda Vista
- UNAC** : Corporación Universitaria Adventista
- UNASP** : Centro Universitario Adventista de Sao Paulo
- UPeU** : Universidad Peruana Unión
- UNACH** : Universidad Adventista de Chile
- MEU** : Middle East University



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