

**Part XVI**

**Administrative**

**A**

**Intermediate Administration or Supervision**

**Sec. 10-145d-945. When required**

- (a) This endorsement shall be required for a person employed by a board of education in a role below the position of assistant or deputy superintendent including but not limited to: principal, assistant principal, curriculum coordinator in multiple curriculum areas, supervisor of instruction, or any person who has the primary responsibility for directing or coordinating or managing certified staff and resources, or any person responsible for summative evaluation of certified staff. This certificate may authorize service as a district business administrator.
- (b) Pursuant to Connecticut General Statutes section 10-76dd, persons hired to serve in supervisory positions in special education and related services shall be required to hold both an intermediate administrator or supervisor certificate and certification in special education or in a service category of pupil personnel services.

**Sec. 10-145d-946. Initial educator certificate requirements**

To receive an initial educator certificate for intermediate administrator or supervisor, an applicant shall present an institutional recommendation for completion of an approved planned program, in addition to meeting the assessment requirements, as appropriate, and either (a) or (b) below:

- (a) Has met the following requirements:
  - (1) Holds a master's degree from an approved institution;
  - (2) Has completed 40 school months of successful teaching or service, at least 20 months shall have been in one public school or an approved nonpublic school in a position requiring certification in the state in which employed, or as a professional or managerial staff member in a state education agency;
  - (3) Has completed a planned program in the endorsement sought which has been nationally recognized by the specialized professional association assessing the quality of program and within a unit accredited by the NCATE at the continuing accreditation level; or
- (b) Has met the following requirements:
  - (1) Holds a master's degree from an approved institution;
  - (2) Has completed 40 school months of successful teaching or service, at least 20 months shall have been in one public school or an approved nonpublic school in a position

requiring certification in the state in which employed, or as a professional or managerial staff member in a state education agency; and

- (3) Completion of a graduate approved planned program including study and clinical experience in the following areas:
- (A) Foundations of leadership theory and school administration, with focus on school-level or program-level leadership, including but not limited to developing effective school culture, time management, problem-solving;
  - (B) Federal and state education laws including, but not limited to, the Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act section 504, professional ethics and code of professional responsibility for educators, Family Educational Rights and Privacy Act (FERPA), and statutory requirements for mandated reporting, suspensions/expulsions, and school/district accountability;
  - (C) School improvement issues including but not limited to: evaluating student performance data, strategic planning, parent and community relations, and diverse learners;
  - (D) Evaluation and supervision of teachers and other staff;
  - (E) Budgeting, resource management, and data management;
  - (F) Has completed, in addition to field work experience, an internship as an educational leader in a position requiring the intermediate administrator or supervisor endorsement consisting of 10 school months of full-time supervised experience, or a minimum of 450 hours of equivalent supervised experience, in a Connecticut board of education under the supervision of a certified administrator and a supervisor from an institution approved by the Board to prepare administrators, or, in lieu of the internship, 10 school months of full-time successful experience as an administrator in a public school in another state, approved nonpublic school;
  - (G) If all other requirements except the internship are met in an approved program for the preparation of the administrator or supervisor, a one-year initial educator certificate may be issued with a deficiency for the internship on the following conditions:
    - (i) That the internship is supervised jointly by a certified administrator of the employing board of education and the preparing institution;
    - (ii) That the intern is concurrently registered in a internship with the supervising institution approved by the Board to prepare administrators; and
    - (iii) The internship is completed in conjunction with such beginning educator program for administrators as may have been made available by the Board.

**Sec. 10-145d-947. Provisional educator certificate requirements**

- (a) To receive a provisional educator certificate for intermediate administrator or supervisor, an applicant shall present evidence of meeting the specific requirements for an initial educator certificate except as provided in subsection (b), in addition to meeting the following requirements:
- (1) Has completed 10 school months of successful service under the initial educator certificate or interim educator certificate, except that if the applicant completed the internship under an interim initial educator certificate, the recommendation of the preparing institution and a statement of successful professional experience from the employing board of education shall also be required. Persons who obtained the initial educator certificate upon completion of successful service under the temporary 90-day or the resident educator certificate shall be required to complete 20 school months of successful service under the initial educator certificate and completion of the beginning educator program as made available by the Board; or
  - (2) Has completed, within 10 years prior to application, at least 30 school months of successful service as an administrator or supervisor in a public school in another state, approved nonpublic school or three years as a managerial or professional staff member for a state education agency.
- (b) An applicant meeting eligibility requirements for the provisional educator certificate except for certain coursework required for the initial educator certificate may be eligible for a provisional educator certificate upon successful completion of the subject area assessment for this endorsement as approved by the Board.

**Sec. 10-145d-948. Professional educator certificate requirements**

To receive a professional educator certificate for intermediate administrator or supervisor, an applicant shall present evidence of the following requirements:

- (a) Has completed at least 30 school months of successful service under the provisional educator certificate or interim provisional educator certificate in the employ of a board of education;
- (b) Has completed 15 hours of training in evaluating teacher competence to remediate and differentiate literacy instruction; and
- (c) Has completed not less than 30 semester hours of graduate credit at an approved institution or institutions in addition to the master's degree.

**B**  
**Superintendent of Schools**

**Sec. 10-145d-949. When required**

This endorsement shall be required for anyone employed by a board of education as an assistant superintendent, deputy superintendent, superintendent of schools or an executive director of a regional educational service center.

**Sec. 10-145d-950. Initial educator certificate requirements**

To receive an initial educator certificate for superintendent of schools, an applicant shall present an institutional recommendation for completion of an approved planned program, in addition to meeting the assessment requirements, as appropriate, and either (a) or (b) below:

- (a) Meets the following requirements:
  - (1) Holds a master's degree and 30 semester hours of graduate credit beyond the master's degree at an approved institution;
  - (2) Has completed a minimum of 80 school months of full-time successful teaching or service including:
    - (A) A minimum of 30 school months of administrative or supervisory experience in public schools under an appropriate certificate, approved nonpublic schools, or as a managerial staff member in a state education agency, in a position or positions which if in Connecticut public schools would have required intermediate administrator or supervisor certification;
    - (B) 50 school months in public schools, or an approved nonpublic school, in a position requiring certification in the state in which employed, or as a professional or managerial staff member in a state education agency; and
  - (3) Has completed a planned program in the endorsement sought which has been nationally recognized by the specialized professional association assessing the quality of program and within a unit accredited by the NCATE at the continuing accreditation level; or
- (c) Meets the following requirements:
  - (1) Holds a master's degree and 30 semester hours of graduate credit beyond the master's degree at an approved institution;
  - (2) Has completed a minimum of 80 school months of full-time successful teaching or service including:
    - (A) A minimum of 30 school months of administrative or supervisory experience in public schools under an appropriate certificate, approved nonpublic schools, or as a managerial staff member in a state education agency, in a position or positions

- which if in Connecticut public schools would have required intermediate administrator or supervisor certification; and
- (B) 50 school months in public schools, or an approved nonpublic school, in a position requiring certification in the state in which employed, or as a professional or managerial staff member in a state education agency.
- (3) Has completed an approved planned program where the applicant has completed preparation for superintendent of schools, not less than 15 semester hours of this requirement shall have been completed at the recommending institution, in the following areas:
- (A) Research in best practices in curriculum and instruction including reading/literacy, math, science and other content areas;
  - (B) District level leadership roles and management;
  - (C) Community and board relations and policies;
  - (D) District operations, including, but not limited to, human resources, budgeting, data management, facilities management; and technology; and
  - (E) Comprehensive educational and organizational planning including school and district levels, alignment of goals and strategic planning.

**Sec. 10-145d-951. Provisional educator certificate requirements**

To receive a provisional educator certificate for superintendent of schools an applicant shall present evidence of meeting the specific requirements for an initial educator certificate, in addition to meeting the following requirements:

- (a) Has successfully completed 10 school months of successful service under the initial educator certificate, interim educator certificate or durational shortage area permit; or
- (b) Has completed at least 30 school months of successful service as a superintendent of schools in a public school in another state under an appropriate certificate, at an approved nonpublic school or as a managerial staff member in a state education agency, within 10 years prior to application for such provisional educator certificate.

**Sec. 10-145d-952. Professional educator certificate requirements**

To receive a professional educator certificate for superintendent of schools, an applicant shall present evidence of at least 30 school months of successful service under the provisional educator certificate, or interim educator certificate, as attested to by the chair of the board of education or its equivalent.

**C**  
**District Business Administrator**

**Sec. 10-145d-953. When Required**

This endorsement or another appropriate endorsement, shall be required for anyone employed by a board of education who has worked directly in six or more of the following areas of district business administration: (1) accounting and reporting; (2) financial planning and budgeting; (3) operation and maintenance of plant; (4) administering personnel functions; (5) purchasing and supply management; (6) data processing; (7) food service operations; (8) grant applications and reporting; (9) insurance; (10) collective bargaining; or (11) transportation.

**Sec. 10-145d-954. Initial educator certificate requirements**

To receive an initial educator certificate as a district business administrator, an applicant shall present evidence of having met the following requirements:

- (a) Holds a bachelor's or master's degree from an approved institution and meets one of the following conditions:
  - (1) Holds a degree with a major in either business administration or public administration;
  - (2) Has completed a minimum of 12 semester hours of credit in the following areas: school business administration, school finance, school law, school plant planning and operation, budgeting and resource management, personnel, collective bargaining, systems analysis and operations; or
  - (3) Has a minimum of three years of work in public or private business administration, educational administration or public administration, including experience in at least six of the responsibilities listed in section 10-145d-951 of these regulations.

**Sec. 10-145d-955. Provisional educator certificate requirements**

To receive a provisional educator certificate for district business administrator, an applicant shall present evidence of having completed 10 school months of successful service under the initial educator certificate or interim initial educator certificate.

**Sec. 10-145d-956. Professional educator certificate requirements**

To receive a professional educator certificate for district business administrator, an applicant shall present evidence of meeting the following requirements:

- (a) Has completed not less than 30 school months of successful service as a district business administrator under a provisional educator, or interim provisional educator certificate in the employ of a board of education; and
- (b) Has completed not less than 30 semester hours of graduate credit beyond the bachelor's degree at an approved institution.