

PUBLIC SCHOOL ADMINISTRATOR CERTIFICATION

A student planning to serve as a public school administrator in Maine should consult the Certification Office, Maine Department of Education, Augusta, Maine 04333, prior to preparing his/her "Program of Study."

Maine's present administrator certification law and the rules and regulations promulgated by the State Board of Education to implement it became effective on 9/1/2004 and apply to the following certificates, as well as others: superintendent, assistant superintendent, principal, assistant principal, teaching principal, administrator of special education, and curriculum coordinator/instructional supervisor.

Applicants for all administrator certificates must provide the Commissioner with evidence of a basic level of knowledge appropriate to the certificate sought in all or certain of the *Knowledge Areas* listed below. This can be accomplished taking courses that add up to 3 points in each category. For course point distribution, please refer to the EdL/MDOE Course Matrix on page 16. Information on other paths to certification is listed at the end of this section.

1. Community Relations
2. School Finance/Budget
3. Supervision and Evaluation of Personnel
4. U.S. and State of Maine Civil Rights Law and Education Law
5. Organizational Theory and Planning
6. Educational Leadership
7. Instructional Leadership
8. Ethical Decision Making
9. Curriculum Development
10. Cultural Differences
11. Teaching Exceptional Students in the Regular Classroom
12. Internship or Practicum

Superintendent. Applicants for this certificate must A.) hold a master's degree in any field from an accredited college or university; B.) have three years of successful teaching experience in a public or private school or equivalent teaching experience in some other instructional setting; C.) have three years of previous administrative experience in schools or equivalent experience as an administrator in an institutional setting; D.) have completed approved courses in the following two knowledge areas: Teaching Exceptional Students in the Regular Classroom *and* Federal and Maine Civil Rights Law & Education Law; E.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in all 12 of the knowledge areas listed above; F.) satisfactorily complete an approved internship or practicum (in a school setting) relating to the duties of a superintendent (see definition of internship/practicum, next page).

Assistant Superintendent. Applicants for this certificate must A.) hold a master's degree in any field from an accredited college or university; B.) have three years of successful teaching experience in a public or private school or equivalent teaching experience in some other instructional setting; C.) have one year of previous administrative experience in schools, or equivalent experience as an administrator in an institutional setting; D.) have completed approved courses in the following two knowledge areas: Teaching Exceptional Students in the Regular Classroom *and* Federal and Maine Civil Rights Law & Education Law; E.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in knowledge areas 1-11, above.

Building Administrator (e.g. Principal). Applicants for this certificate must A.) hold a master's degree in any field from an accredited college or university; B.) have three years of successful teaching experience in public or private schools or equivalent teaching experience in some other instructional setting; C.) have completed approved courses in the following two knowledge areas: Teaching Exceptional Students in the Regular Classroom *and* Federal and Maine Civil Rights Law & Education Law; D.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in all 12 knowledge areas listed above; E.) satisfactorily complete an approved internship or practicum (in a school setting) relating to the duties of a principal (see definition of internship/practicum, next page).

Assistant Building Administrator (e.g. Assistant Principal). Applicants for this certificate must A.) hold a bachelor's degree in any field from an accredited college or university; B.) have three years of successful teaching experience in public or private schools or equivalent teaching experience in some other instructional setting; C.) have completed approved courses in the following two knowledge areas: Teaching Exceptional Students in the Regular Classroom *and* Federal and Maine Civil Rights Law & Education Law; D.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in knowledge areas 3, 4, and 5 listed on previous page.

Teaching Principal. Applicants for this certificate must A.) hold a bachelor's degree in any field from an accredited college or university; B.) have a Maine teaching certificate with an endorsement corresponding to the grade level to be served; C.) have three years of successful teaching experience in public or private schools or equivalent teaching experience in some other instructional setting. (Note that evaluation of staff is not permitted until the holder meets knowledge area #3 listed on previous page.)

Curriculum Coordinator/Instructional Supervisor. Applicants for this certificate must A.) hold a master's degree in any field from an accredited college or university; B.) have three years of successful teaching experience in public or private schools or equivalent teaching experience in some other instructional setting; C.) have completed approved courses in the following area: Teaching Exceptional Students in the Regular Classroom; D.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in knowledge areas 3, 5, 6, 7, 8, 9, 10, & 11 listed above; E.) satisfactorily complete an approved internship or practicum (in a school setting) relating to the duties of a curriculum coordinator (see definition of internship/practicum, below).

Special Education Director. Applicants for this certificate must A.) hold a master's degree from an accredited college or university (one of the degrees must be in special education *or* applicants must have at least 36 hours of coursework in special education plus a valid Maine endorsement 282); B.) have three years of successful special education teaching or providing supportive services to special education students; C.) have completed approved courses in the following two knowledge areas: Special Education Law *and* Federal and Maine Civil Rights Law & Education Law; D.) present evidence of a basic level of knowledge appropriate to this certificate demonstrated by coursework in all 12 of the knowledge areas listed on previous page; E.) satisfactorily complete an approved internship or practicum (in a school setting) relating to the duties of a special education director (see definition of internship/practicum, below).

Definition of Approved Internship/Practicum. *The State Board of Education regulations governing administrator certification define an approved internship or practicum for superintendent and principal certification in one of three ways (A, B, or C below):*

A.) *Completion of a graduate level state-approved administrator internship or practicum program with a minimum term of 15 weeks; OR*

B.) *Complete the following, as appropriate to the desired certificate:*

Superintendent. *One full year of employment as an assistant superintendent or superintendent out-of-state.*

Building Administrator. *One full year of employment as an assistant principal or principal out-of-state.*

Curriculum Coordinator. *One full year of employment as a curriculum coordinator.*

Special Education Director. *One full year of employment as an assistant special education administrator or special education administrator out-of-state. OR*

C.) *Completion of a full-year mentorship program reviewed and approved by the Commissioner.*

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Other Paths to Certification - A candidate may demonstrate a basic level of knowledge through coursework as described above or via other pathways, as outlined in Chapter 115, Part II, Section 4 of the State Certification Regulations. In brief, this requires the applicant to successfully complete a Maine approved program *or* an administrative assessment. Contact the DOE for information.