

**DEPARTMENT OF EDUCATION
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Section 122(d) (14 **Del.C.** §122(d))
14 **DE Admin. Code** 1592

FINAL

REGULATORY IMPLEMENTING ORDER

1592 Certified Central Office Personnel

I. SUMMARY OF THE EVIDENCE AND INFORMATION SUBMITTED

The Professional Standards Board, acting in cooperation and consultation with the Department of Education, seeks the consent of the State Board of Education to adopt 14 **DE Admin. Code** 1592 School Leader I. The regulation concerns the requirements for certification of educational personnel, pursuant to 14 **Del.C.** §1220(a). It is necessary to amend this regulation in order to upgrade the requirement's rigor and to build upon the amended pathways to certification for school building leaders in 14 **DE Admin. Code** 1591 School Principal. This regulation sets forth the requirements for Certified Central Office Personnel.

Notice of the proposed adoption of the regulation was published in the Delaware *Register of Regulations* on November 1, 2012. The notice invited written comments. No comments were received.

II. FINDINGS OF FACTS

The Professional Standards Board and the State Board of Education find that it is appropriate to adopt this regulation to comply with changes in statute.

III. DECISION TO ADOPT THE REGULATION

For the foregoing reasons, the Professional Standards Board and the State Board of Education conclude that it is appropriate to adopt the regulation. Therefore, pursuant to 14 **Del.C.** §1205(b), the regulation attached hereto as Exhibit "A" is hereby adopted. Pursuant to the provision of 14 **Del.C.** §122(e), the regulation hereby adopted shall be in effect for a period of five years from the effective date of this order as set forth in Section V. below.

IV. TEXT AND CITATION

The text of the regulation adopted shall be in the form attached hereto as Exhibit "A", and said regulation shall be cited as 14 **DE Admin. Code** 1592 of the *Administrative Code of Regulations* of the Professional Standards Board.

V. EFFECTIVE DATE OF ORDER

The effective date of this Order shall be ten (10) days from the date this Order is published in the Delaware *Register of Regulations*.

APPROVED BY THE PROFESSIONAL STANDARDS BOARD THIS 7th DAY OF FEBRUARY, 2013

Kathleen Thomas, Chair	Cristy Greaves
Michael Casson	Chris Kenton
Joanne Christian	David Kohan
Samtra Devard	Wendy Murray
Stephanie DeWitt	Mary Pinkston
Marilyn Dollard	Whitney Price
Karen Gordon	Jacque Wisnauskas

IT IS SO ORDERED this 21st day of February, 2013.

Department of Education

Mark Murphy, Secretary of Education

Approved this 21st day of February, 2013.

State Board of Education

Teri Quinn Gray, Ph.D., President
Jorge L. Melendez, Vice President
G. Patrick Heffernan
Barbara B. Rutt

Gregory Coverdale
Terry M. Whittaker, Ed.D.
Randall L. Hughes

1592 School Leader I

1.0 Content

- 1.1 The following shall apply to the issuance of a Standard Certificate for Directors, Supervisors, Administrative Assistants, Coordinators, and Managers in instructional areas, except Directors of Special Education (See 14 DE Admin. Code 1594), pursuant to 14 Del.C. §1220.

2.0 Definitions

- 2.1 The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:
- “**Standards Board**” means the Professional Standards Board established pursuant to 14 Del.C. §1201.
 - “**Standard Certificate**” means a credential issued to verify that an educator has the prescribed knowledge, skill or education to practice in a particular area, teach a particular subject, or teach a category of students.
 - “**State Board**” means the State Board of Education of the State of Delaware established pursuant to 14 Del.C. §104.
 - “**Teaching Experience**” means meeting students on a regularly scheduled basis, planning and delivering instruction, developing or preparing instructional materials, and evaluating student performance in any pK to 12 setting.

3.0 Standard Certificate

The following shall be required for the Standard Certificate for Directors, Supervisors, Administrative Assistants, Coordinators, and Managers in instructional areas.

3.1 Educational requirements

- 3.1.1 A master's degree in educational leadership from an NCATE or state approved program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards from a regionally accredited college or university, or
- 3.1.2 A master's degree in education offered by an NCATE specialty organization recognized educator preparation program or from a state approved educator preparation program where the state approval body employed the appropriate NCATE specialty organization standards from a regionally accredited college or university and a current and valid equivalent central office administrative certificate from another state, or
- 3.1.3 A master's degree in any field from a regionally accredited college or university and successful completion of a Delaware approved alternative routes to certification program for school leaders. Until approval and implementation of an alternatives routes to certification program occurs, candidates completing the Standard Certificate in accordance with 3.1.3.1 of this regulation shall fulfill the following requirements;
 - 3.1.3.1 A minimum of twenty four semester hours of graduate level course work, completed either as part of the master's degree or in addition to it, in administration, to include at least one course in each of the following areas:
 - 3.1.3.1.1 Curriculum Development,
 - 3.1.3.1.2 Supervision and Evaluation of Staff,
 - 3.1.3.1.3 Human Relations, and
 - 3.1.3.1.4 School Law or Legal Issues and
 - 3.1.3.1.5 In the area(s) to be supervised (may include courses in curriculum, instruction, and methods), and

3.2 Experience requirements

- 3.2.1 A minimum of three (3) years of teaching experience at the pK to 12 level.

1592 Certified Central Office Personnel

1.0 Content

- 1.1 This regulation shall apply to the issuance of a Standard Certificate, pursuant to 14 Del.C. §1220(a), for Certified Central Office Personnel.
 - 1.1.1 This Standard Certificate is for Directors, Supervisors, Administrative Assistants, Coordinators, and Managers in instructional areas, except for Directors of Special Education (See 14 DE Admin. Code 1594).
- 1.2 Except as otherwise provided, the requirements set forth in 14 DE Admin. Code 1505 Standard Certificate, including any subsequent amendment or revision thereto, are incorporated herein by reference.

2.0 Definitions

- 2.1 The definitions set forth in 14 DE Admin. Code 1505 Standard Certificate, including any subsequent amendment or revision thereto, are incorporated herein by reference.
- 2.2 The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:
 - “Certification Program for Leaders in Education” means a program comprised of education components as defined and approved by the Standards Board and the State Board pursuant to 14 DE Admin. Code 1595 Certification Programs for Leaders in Education.

3.0 Standard Certificate

- 3.1 In accordance with 14 Del.C. §1220(a), the Department shall issue a Standard Certificate as Certified Central Office Personnel to an educator who has met the following:
 - 3.1.1 Holds a valid Delaware Initial, Continuing, or Advanced License; or a Limited Standard, Standard or Professional Status Certificate issued by the Department prior to August 31, 2003; and
 - 3.1.2 Has met the requirements as set forth in 14 DE Admin. Code 1505 Standard Certificate, including any subsequent amendment or revision thereto; and
 - 3.1.3 Has satisfied the additional requirements in this regulation.

4.0 Additional Requirements

An educator must also have met the following additional requirements:

- 4.1 Education requirements.
 - 4.1.1 An educator shall also have satisfied at least one (1) of the following additional education requirements:
 - 4.1.1.1 A master’s or doctoral degree from a regionally accredited college or university in educational leadership offered by an NCATE specialty organization recognized educator preparation program or state approved educator preparation program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards; or
 - 4.1.1.2 A masters degree from a regionally accredited college or university in any field and one of the following:
 - 4.1.1.2.1 The successful completion of an approved Program pursuant to 14 DE Admin. Code 1595 Certification Programs for Leaders in Education; or
 - 4.1.1.2.2 Holding a Standard Certificate School Principal; and
 - 4.1.1.2.3 Successful completion of an additional nine (9) graduate level credit hours from a regionally accredited college or university in educational leadership or the equivalent in professional development approved by the Department.
- 4.2 Experience requirements.
 - 4.2.1 An educator must have a minimum of five (5) years of teaching experience.

5.0 Validity

- 5.1 This regulation shall be effective no less than ten (10) days from the date the Order amending the regulation has been published in its final form in the Delaware Register of Regulations.
 - 5.1.1 Educators currently enrolled in a certified central office personnel course of study prior to the effective date of this regulation will have eighteen (18) months subsequent to the effective date to apply for the previous School Leader I Standard Certificate. Educators are responsible for providing to the Department evidence of enrollment via submission of appropriate transcripts.

5.2 An Emergency Certificate for Certified Central Office Personnel is not available.

5.3 The Department shall also recognize a Standard Certificate for School Leader I issued by the Department prior to the effective date of this regulation.

7 DE Reg. 190 (8/1/03)

7 DE Reg. 1744 (6/1/04)

8 DE Reg. 1301 (3/1/05)

Renumbered effective 6/1/07 - see Conversion Table

16 DE Reg. 970 (03/01/13) (Final)