

**DEPARTMENT OF EDUCATION
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Sections 1203 and 1205(b) (14 **Del.C.** §§1203 & 1205(b))
14 **DE Admin. Code** 1592

FINAL

REGULATORY IMPLEMENTING ORDER

1592 Certified Central Office Personnel

I. SUMMARY OF THE EVIDENCE AND INFORMATION SUBMITTED

Pursuant to 14 **Del.C.** §§1203 and 1205(b), the Professional Standards Board ("Board"), acting in consultation and cooperation with the Delaware Department of Education ("Department"), developed amendments to 14 **DE Admin. Code** 1592 Certified Central Office Personnel. The regulation concerns the requirements for a Certified Central Office Personnel Standard Certificate in accordance with 14 **Del.C.** §1220. The proposed amendments include adding defined terms to Section 2.0; clarifying the requirements for issuing a Certified Central Office Personnel Standard Certificate in Section 3.0; specifying the education, knowledge, and skill requirements for obtaining a Certified Central Office Personnel Standard Certificate in Section 4.0; adding reciprocity requirements in Section 5.0; specifying the application requirements in Section 6.0; adding Section 7.0, which concerns the validity of a Certified Central Office Personnel Standard Certificate; adding Section 8.0, which concerns disciplinary actions; adding Section 9.0, which concerns requests for the Secretary of Education to review standard certificate applications; and adding Section 10.0, which concerns recognizing past certificates that were issued by the Department.

Notice of the proposed regulation was published in the *Register of Regulations* on September 1, 2020.

The Professional Standards Board received written submittals from Jason Cameron, President of the Delaware Association of School Personnel Administrators; Tammy Croce, Ed.D., Executive Director of the Delaware Association of School Administrators; Kevin Fitzgerald, Ed.D., President of the Delaware Chief School Officers Association; and Frank Shockley, President of the Delaware School Counselors Association, in support of the proposed amendments to the regulation.

In addition, Eric Pizzini, Ed.S. and Emily Klein, Ed.S. of the Delaware Association of School Psychologists commented that the proposed requirements "would ensure that a school psychologist (or any specialist) would be adequately prepared for [this] leadership position." Amanda Wells, a Nationally Certified School Psychologist, commented that the "proposed changes will enhance the leadership and diversity throughout Delaware schools."

Shannon Gronau, Angela Johnson, Lisa Street, Mark Wells, and Mark Whitacre, school counselors; Gabrielle Koury, Ed.D., a school psychologist; and Dr. Angela Thompson, a principal, supported changing the experience requirement in subsection 4.1.3. Gerard Kelly, a school counselor, commented that school counselors "are very well versed in classroom management and lesson plan writing and implementing." Andrea Woodard, a school counselor and school-based Family Crisis Therapist, commented that "it is important to offer an alternative path to school leadership."

Tyrrea Graves, a Board Certified Behavior Analyst, commented that specialists with experience in Appoquinimink School District's Reaching Independence through Structured Education (RISE) program "will be needed to fill administrative roles that traditional candidates may not possess" and that "we have successful principals now that were specialists" who received their certification through reciprocity.

Brianna Brown commented that the proposed amendments "would allow for more diversity of thought in leadership positions, which will translate to success for all of our students." Angela Harvey-Brown, the Executive Director of 4th-Dimension Leaders, commented that "Delaware's highest need schools require resilient, equity-rooted, transformational leaders" and that 4th-Dimension Leaders has "had to - on several occasions - turn away former psychologists, guidance counselors, speech pathologists, social workers, and other non-teaching educational professionals, who for not having 5 years of classroom experience, were unable to realize their leadership potential in Delaware." Samantha Lopez, a principal, commented that "[i]t may not always take 5 years or more of classroom experience to make an educator ready to lead; it may be a combination of their professional and classroom experience that provides a platform of effectiveness, in conjunction with the preparation of a school leadership program."

Sam Orr commented that "having teaching experience is vital to becoming an administrator," evaluating "teachers when you have never done the job is something that no person in any career would condone," administrators "need to be able to relate to the majority of the staff in the building, which is the teachers, and they must understand the challenges faced daily," and a person "who has never been a teacher . . . [does not] know as enough, cannot relate as well, and [is] not as qualified as those with teaching experience."

II. FINDINGS OF FACTS

On October 8, 2020, the Professional Standards Board considered the written submittals. The Professional Standards Board found that what specialists do today for trauma-informed schools is different from previous times and that all specialists' experience makes a difference in schools. The Professional Standards Board found that school counselors can be part of an administrator's activities (e.g., the master schedule) and that school nurses can be part of student assistance teams to help students who are struggling. The Professional Standards Board also found that schools are not just academic facilities. Students no longer need information in the 21st Century; they need to be able to use the information.

The Professional Standards Board determined that further changes in response to the written submittals were not necessary and voted to propose 14 **DE Admin. Code** 1592 Certified Central Office Personnel, in the form attached hereto as Exhibit A, for adoption by the Department subject to the State Board of Education's approval.

The Department finds that the proposed amendments to the regulation are necessary to implement 14 **Del.C.** Ch. 12 and are designed to improve the quality of the Delaware educator workforce and to improve student performance. Accordingly, the Department finds that it is appropriate to amend 14 **DE Admin. Code** 1592 Certified Central Office Personnel.

III. DECISION TO AMEND THE REGULATION

For the foregoing reasons, the Department concludes that it is appropriate to amend 14 **DE Admin. Code** 1592 Certified Central Office Personnel subject to the State Board of Education's approval. Therefore, pursuant to 14 **Del.C.** §§1203 and 1205(b), 14 **DE Admin. Code** 1592 Certified Central Office Personnel, attached hereto as Exhibit A, is hereby amended.

IV. TEXT AND CITATION

The text of 14 **DE Admin. Code** 1592 Certified Central Office Personnel adopted hereby shall be in the form attached hereto as Exhibit A and said regulation shall be cited as 14 **DE Admin. Code** 1592 Certified Central Office Personnel in the Administrative Code of Regulations for the Department.

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 *Register of Regulations*.

IT IS SO ORDERED the 15th day of October, 2020.

Department of Education

Susan S. Bunting, Ed.D., Secretary of Education

Approved this 15th day of October, 2020.

State Board of Education

Whitney Townsend Sweeney, President (Absent)	/s/ Vincent Lofink
/s/ Wali W. Rushdan, II, Vice President	Nina Lou Bunting (Absent)
/s/ Audrey J. Noble, Ph.D.	/s/ Provey Powell, Jr.
/s/ Candace Fifer	

***Please Note: Electronic signatures ("/s/") were accepted pursuant to 6 Del.C. §12A-107(d).**

1592 Certified Central Office Personnel

1.0 Content

4.1 This regulation shall apply to the issuance of a Certified Central Office Personnel Standard Certificate, Certificate pursuant to 14 **Del.C.** §1220(a), ~~for Certified Central Office Personnel. This Standard Certificate is required for all instructional administrators who are working in Delaware public schools, including directors, supervisors, administrative assistants, coordinators, and managers, except for special education directors who are subject to the requirements set forth in 14 **DE Admin. Code** 1594 Special Education Director.~~

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.~~

"Department" means the Delaware Department of Education.

"Educator" means a person licensed and certified by the State under 14 Del.C. Ch. 12 to engage in the practice of instruction, administration or other related professional support services in Delaware public schools, including charter schools, pursuant to rules and regulations promulgated by the Professional Standards Board and approved by the State Board of Education. The term "educator" does not include substitute teachers.

"Employing Authority" means any entity which employs educators, and includes, but is not limited to, school districts, charter schools, boards of directors, and management companies.

"Immorality" means conduct which is inconsistent with the rules and principles of morality expected of an educator and may reasonably be found to impair an educator's effectiveness by reason of the educator's unfitness or otherwise.

"License" means a credential which authorizes the holder to engage in the practice for which the license is issued.

"Major or Its Equivalent" means a minimum of 30 semester hours of coursework in a particular content area.

"Passing Score" means a minimum score as established by the Standards Board, in consultation with the Department, and with the approval of the State Board of Education.

"Professional Development" means a combination of focused, in-depth learning, practice, feedback, reflection, and expert support experiences designed to change participants' attitudes, insights, and perspectives and ultimately results in improved professional practice. Effective professional development programs include ample opportunities for knowledge acquisition, skill mastery, descriptive feedback, and refinement of practice in the work setting.

"Regionally Accredited" means educational accreditation by a regional accrediting agency that is recognized by the U.S. Secretary of Education as a reliable authority concerning the quality of education offered by the institutions of higher education it accredits, including Middle States Commission on Higher Education.

"Standard Certificate" means a credential issued to certify 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.

"Standards Board" means the Professional Standards Board established pursuant to 14 Del.C. §1201.

"Valid and Current License or Certificate" means a current full or permanent certificate or license issued by another state or jurisdiction. This means the educator is fully credentialed by having met all of the requirements for full licensure or certification in another state or jurisdiction and is in good standing in that state or jurisdiction. It does not include temporary, emergency, conditional certificates of eligibility or expired certificates or licenses issued from another state or jurisdiction.

3.0 Issuance of a Standard Certificate

3.1 In accordance with 14 Del.C. §1220(a), the Department shall issue a Certified Central Office Personnel Standard Certificate ~~as Certified Central Office Personnel to an educator who has met the following to an applicant who:~~

3.1.1 Holds a valid Delaware Initial, Continuing, or Advanced License; ~~or a Limited Standard, or a Standard or Professional Status Certificate issued by the Department prior to August 31, 2003; and~~ and meets the requirements set forth in Section 4.0 of this regulation; or

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~~ Has met the requirements for licensure in Delaware and presents proof of a Valid and Current License or Certificate as central office personnel from another state

or jurisdiction whose requirements are substantially similar to the requirements in Section 4.0 of this regulation; or

3.1.3 ~~Has satisfied the additional requirements in this regulation. Has met the requirements for licensure in Delaware and meets the requirements set forth in Section 5.0 of this regulation.~~

3.2 Notwithstanding any provision to the contrary herein, the Department shall not act on an application for a Certified Central Office Personnel Standard Certificate if the applicant is under official investigation by any national, state, or local authority with the power to issue educator licenses or certifications. The Department shall not act where the allegations include but are not limited to conduct such as Immorality, misconduct in office, incompetence, willful neglect of duty, disloyalty, or falsification of credentials until the applicant provides evidence of the investigation's resolution.

4.0 **Additional Prescribed Education, Knowledge, and Skill 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 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.~~

4.1 The Department may issue a Certified Central Office Personnel Standard Certificate to an applicant who has satisfied the requirements in subsections 4.1.1 through 4.1.3.

4.1.1 The applicant shall have satisfied one of the following education requirements:

4.1.1.1 Earned a master's or doctoral degree with a Major or Its Equivalent in Pre-K to 12 educational leadership from a Regionally Accredited college or university with advanced preparation accreditation by the National Council for the Accreditation of Teacher Education (NCATE) or the Council for the Accreditation of Educator Preparation (CAEP); or

4.1.1.2 Earned a master's or doctoral degree in any content area from a Regionally Accredited college or university and satisfactorily completed an alternative routes for licensure or certification program for central office personnel as provided in 14 **Del.C.** §§1260 – 1266; or

4.1.1.3 Earned a master's or doctoral degree in any content area from a Regionally Accredited college or university and satisfactorily completed a Department-approved educator preparation program for central office personnel as provided in 14 **DE Admin. Code** 290 Approval of Educator Preparation Programs; or

4.1.1.4 Earned a master's or doctoral degree in any content area from a Regionally Accredited college or university; holds a School Principal and Assistant Principal Standard Certificate (14 **DE Admin. Code** 1591) that was issued by the Department; and satisfactorily completed an additional nine graduate-level credit hours in Pre-K to 12 educational leadership from a Regionally Accredited college or university or the equivalent in Professional Development approved by the Department. The additional nine graduate-level credit hours must be completed after the applicant earned his or her master's or doctoral degree.

4.1.2 The applicant shall have achieved a Passing Score on one of the following examinations:

4.1.2.1 A Passing Score of 146 on the Educational Leadership: Administration and Supervision Assessment (ETS Test Code # 5412); or

4.1.2.2 A Passing Score of 160 on the School Leaders Licensure Assessment (ETS Test Code # 6011); or

4.1.2.3 A Passing Score of 160 on the School Superintendent Assessment (ETS Test Code # 6021); or

4.1.2.4 A Passing Score of 151 on the School Leaders Licensure Assessment (ETS Test Code # 6990); or

4.1.2.5 A Passing Score of 162 on the School Superintendent Assessment (ETS Test Code # 6991).

4.1.3 The applicant shall have completed a minimum of five years of experience as an educator with satisfactory annual summative evaluations or the equivalent thereof on a state-approved educator evaluation system under a state credential in any Pre-K to 12 public school setting or an equivalent setting as approved by the Department.

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.~~

5.0 Reciprocity

5.1 If an applicant is already licensed or certified as central office personnel in a state or jurisdiction whose requirements are not substantially similar to the requirements in Section 4.0, the applicant shall have satisfied the requirements in subsections 5.1.1 through 5.1.3 in order for the Department to issue a Certified Central Office Personnel Standard Certificate:

5.1.1 The applicant shall hold a Valid and Current License or Certificate as central office personnel.

5.1.2 The applicant shall have earned a master's or doctoral degree in a Pre-K to 12 education-related field from a Regionally Accredited college or university.

5.1.3 If the applicant has less than five years' experience working as central office administrator in any Pre-K to 12 public school setting or an equivalent setting as approved by the Department, the applicant shall have achieved a Passing Score on one of the following examinations:

5.1.3.1 A Passing Score of 146 on the Educational Leadership: Administration and Supervision Assessment (ETS Test Code # 5412); or

5.1.3.2 A Passing Score of 160 on the School Leaders Licensure Assessment (ETS Test Code # 6011); or

5.1.3.3 A Passing Score of 160 on the School Superintendent Assessment (ETS Test Code # 6021); or

5.1.3.4 A Passing Score of 151 on the School Leaders Licensure Assessment (ETS Test Code # 6990); or

5.1.3.5 A Passing Score of 162 on the School Superintendent Assessment (ETS Test Code # 6991).

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

6.0 Application Requirements

6.1 If an applicant is applying for an Initial License, a Standard Certificate must be applied for simultaneously with an application for an Initial License, and the applicant shall also provide all required documentation for the License.

6.2 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.1, the following documentation is required:

6.2.1 Official transcript from the applicant's Regionally Accredited college or university with advanced preparation accreditation by the National Council for the Accreditation of Teacher Education (NCATE) or the Council for the Accreditation of Educator Preparation (CAEP) for applicants who are applying under subsection 4.1.1.1 or official transcript from the applicant's Regionally Accredited college or university for applicants who are applying under subsections 4.1.1.2, 4.1.1.3, and 4.1.1.4.

6.2.1.1 Electronic transcripts may be submitted by the Employing Authority or by the applicant's Regionally Accredited college or university; or

6.2.1.2 Sealed paper transcripts may be submitted.

6.2.1.3 The Department will not accept copies of transcripts; and

6.2.2 Documents verifying successful completion of Department-approved Professional Development, if applicable; and

6.2.3 Official score on an examination as provided in subsection 4.1.2; and

- 6.2.4 The Department-approved form verifying the applicant's completion of the experience requirement as provided in subsection 4.1.3; and
- 6.2.5 Additional documentation as required by the Department.
- 6.3 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.2, the following documentation is required:
 - 6.3.1 An official copy of the Valid and Current License or Certificate; and
 - 6.3.2 Additional documentation as required by the Department.
- 6.4 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.3, the following documentation is required:
 - 6.4.1 An official copy of the Valid and Current License or Certificate; and
 - 6.4.2 Official transcript from the applicant's Regionally Accredited college or university.
 - 6.4.2.1 Electronic transcripts may be submitted by the Employing Authority or by the applicant's Regionally Accredited college or university; or
 - 6.4.2.2 Sealed paper transcripts may be submitted.
 - 6.4.2.3 The Department will not accept copies of transcripts; and
 - 6.4.3 Official score on an examination as provided in subsection 5.1.3; and
 - 6.4.4 Additional documentation as required by the Department.

7.0 **Validity of a Standard Certificate**

- 7.1 A Certified Central Office Personnel Standard Certificate is valid regardless of the assignment or employment status of the holder provided that the Educator's License remains current and valid.
- 7.2 A Certified Central Office Personnel Standard Certificate is not subject to renewal.

8.0 **Disciplinary Action**

- 8.1 An Educator's Certified Central Office Personnel Standard Certificate may be revoked, suspended, or limited for cause as provided in 14 **DE Admin. Code** 1514 Limitation, Suspension, and Revocation of Licenses, Certificates, and Permits.
- 8.2 An Educator's Certified Central Office Personnel Standard Certificate shall be revoked if the Educator's Initial, Continuing, or Advanced License or Standard or Professional Status Certificate is revoked or the Educator made a materially false or misleading statement in the Educator's application in accordance with 14 **Del.C.** §1222.
- 8.3 An Educator whose certificate is noticed for disciplinary action is entitled to a full and fair hearing before the Standards Board. Hearings shall be conducted in accordance with 14 **DE Admin. Code** 1515 Hearing Procedures and Rules.

9.0 **Secretary of Education Review**

- 9.1 The Secretary of Education may, upon the written request of a local school district or charter school, review credentials submitted in an application for a Certified Central Office Personnel Standard Certificate on an individual basis and grant such a Standard Certificate to an applicant who otherwise does not meet the requirements for a Certified Central Office Personnel Standard Certificate but whose effectiveness is documented by the local school district or charter school.
 - 9.1.1 For school districts, requests shall be approved by the superintendent of the school district.
 - 9.1.2 For charter schools, requests concerning the head of school of the charter school shall be approved by the charter school's board of directors and requests concerning all other applicants shall be approved by the charter school's head of school.

10.0 **Past Certificate Recognized**

The Department shall recognize a School Leader II and a Certified Central Office Personnel Standard Certificate that was issued by the Department prior to the effective date of this regulation. An Educator holding such a Standard Certificate shall be considered certified to practice as central office personnel.

7 DE Reg. 190 (08/01/03)

7 DE Reg. 1744 (06/01/04)

8 DE Reg. 1301 (03/01/05)

Renumbered effective 06/01/07 - see Conversion Table

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

