

**DEPARTMENT OF EDUCATION**  
**PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Section 1205(b) (14 **Del.C.** §1205(b)  
14 **DE Admin. Code**1590

**PROPOSED**

**Educational Impact Analysis Pursuant To 14 Del.C. Section 122(D)**

**1590 Delaware Administrator Standards**

**A. Type of Regulatory Action Requested**

Amendment to Existing Regulation

**B. Synopsis of Subject Matter of Regulation**

The Professional Standards Board, acting in cooperation and collaboration with the Department of Education, seeks the consent of the State Board of Education to amend regulation 14 **DE Admin. Code** 1590 Delaware Administrator Standards. The regulation concerns the nationally recognized standards that describe leadership behaviors and skills established for Delaware school leaders, and serves as the foundation for the preparation and appraisal of school leaders.

Persons wishing to present their views regarding this matter may do so in writing by the close of business on Thursday, October 1, 2009 to Mr. Charlie Michels, Executive Director, Delaware Professional Standards Board, The Townsend Building, 401 Federal Street, Dover, Delaware 19901. Copies of this regulation are available from the above address or may be viewed at the Professional Standards Board Business Office.

**C. Impact Criteria**

1. Will the amended regulation help improve student achievement as measured against state achievement standards? The amended regulation addresses student achievement by establishing standards for the issuance of a standard certificate to educators who have acquired the prescribed knowledge, skill and/or education to practice in a particular area, to teach a particular subject or to instruct a particular category of students to help ensure that students are instructed by educators who are highly qualified.

2. Will the amended regulation help ensure that all students receive an equitable education? The amended regulation helps to ensure that all teachers employed to teach students meet high standards and have acquired the prescribed knowledge, skill and/or education to practice in a particular area, to teach a particular subject or to instruct a particular category of students.

3. Will the amended regulation help to ensure that all students' health and safety are adequately protected? The amended regulation addresses educator certification, not students' health and safety.

4. Will the amended regulation help to ensure that all students' legal rights are respected? The amended regulation addresses educator certification, not students' legal rights.

5. Will the amended regulation preserve the necessary authority and flexibility of decision-makers at the local board and school level? The amended regulation will preserve the necessary authority and flexibility of decision makers at the local board and school level.

6. Will the amended regulation place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels? The amended regulation will not place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels.

7. Will decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The decision-making authority and accountability for addressing the subject to be regulated rests with the Professional Standards Board, in collaboration with the Department of Education, and with the consent of the State Board of Education.

8. Will the amended regulation be consistent with and not an impediment to the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies? The amended regulation will be consistent with, and not an impediment to, the implementation of other state educational policies, in particular to state

educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies.

9. Is there a less burdensome method for addressing the purpose of the amended regulation? 14 **Del.C.** requires that we promulgate this regulation.

10. What is the cost to the state and to the local school boards of compliance with the adopted regulation? There is no additional cost to local school boards for compliance with the regulation.

## 1590 Delaware Administrator Standards

### 1.0 Interstate School Leaders Licensure Consortium

The Interstate School Leaders Licensure Consortium (ISLLC) standards<sup>1</sup> for school leaders establish a common set of knowledge, skills and attributes expected of school leaders.

These nationally recognized standards describe standards leadership behaviors and skills established for Delaware School Leaders, and serve as the foundation for preparation and appraisal of school leaders. In accordance with 14 **Del.C.** §1205, this regulation shall be applied to all school administrators employed within the public schools and charter schools of the State of Delaware.

### 2.0 Definitions

The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:

**"Administrator"** means an educator who is licensed and certified as an administrator and is employed in an instructional role in a school district or charter school.

**"Education Leader"** means a district or charter school building level or central office administrator.

### 3.0 Standard 1

~~A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~

~~3.1 The administrator has knowledge and understanding of:~~

~~3.1.1 Learning goals in a pluralistic society.~~

~~3.1.2 The principles of developing and implementing strategic plans.~~

~~3.1.3 Systems theory.~~

~~3.1.4 Information sources, data collection, and data analysis strategies.~~

~~3.1.5 Effective communication.~~

~~3.1.6 Effective consensus building and negotiation skills.~~

~~3.2 The administrator believes in, values, and is committed to:~~

~~3.2.1 The educability of all.~~

~~3.2.2 A school vision of high standards of learning.~~

~~3.2.3 Continuous school improvement.~~

~~3.2.4 The inclusion of all members of the school community.~~

~~3.2.5 Ensuring that students have the knowledge, skills, and values needed to become successful adults.~~

~~3.2.6 A willingness to continuously examine one's own assumptions, beliefs, and practices.~~

~~3.2.7 Doing the work required for high levels of personal and organizational performance.~~

~~3.3 The administrator facilitates processes and engages in activities ensuring that:~~

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1. The Interstate School Leaders Licensure Consortium Standards for School Leaders. Washington, D.C.: Council of Chief State School Officers, 1996 2008.

- 3.3.1 ~~The vision and mission of the school are effectively communicated to staff, parents, students, and community members.~~
- 3.3.2 ~~The vision and mission are communicated through the use of symbols, ceremonies, stories, and similar activities.~~
- 3.3.3 ~~The core beliefs of the school vision are modeled for all stakeholders.~~
- 3.3.4 ~~The vision is developed with and among stakeholders.~~
- 3.3.5 ~~The contributions of school community members to the realization of the vision are recognized and celebrated.~~
- 3.3.6 ~~Progress toward the vision and mission is communicated to all stakeholders.~~
- 3.3.7 ~~The school community is involved in school improvement efforts.~~
- 3.3.8 ~~The vision shapes the educational programs, plans, and actions.~~
- 3.3.9 ~~An implementation plan is developed in which objectives and strategies to achieve the vision and goals are clearly articulated.~~
- 3.3.10 ~~Assessment data related to student learning are used to develop the school vision and goals.~~
- 3.3.11 ~~Relevant demographic data pertaining to students and their families are used in developing the school mission and goals.~~
- 3.3.12 ~~Barriers to achieving the vision are identified, clarified, and addressed.~~
- 3.3.13 ~~Needed resources are sought and obtained to support the implementation of the school mission and goals.~~
- 3.3.14 ~~Existing resources are used in support of the school vision and goals.~~
- 3.3.15 ~~The vision, mission, and implementation plans are regularly monitored, evaluated, and revised.~~
- 3.1 An education leader promotes the success of every student by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by all stakeholders.
- 3.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:
  - 3.2.1 Collaboratively develop and implement a shared vision and mission;
  - 3.2.2 Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
  - 3.2.3 Create and implement plans to achieve goals;
  - 3.2.4 Promote continuous and sustainable improvement; and
  - 3.2.5 Monitor and evaluate progress and revise plans.

#### 4.0 **Standard 2**

~~A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.~~

- 4.1 ~~The administrator has knowledge and understanding of:~~
  - 4.1.1 ~~Student growth and development.~~
  - 4.1.2 ~~Applied learning theories.~~
  - 4.1.3 ~~Applied motivational theories.~~
  - 4.1.4 ~~Curriculum design, implementation, evaluation, and refinement.~~
  - 4.1.5 ~~Principles of effective instruction.~~
  - 4.1.6 ~~Measurement, evaluation, and assessment strategies.~~
  - 4.1.7 ~~Diversity and its meaning for educational programs.~~
  - 4.1.8 ~~Adult learning and professional development models.~~
  - 4.1.9 ~~The change process for systems, organizations, and individuals.~~
  - 4.1.10 ~~The role of technology in promoting student learning and professional growth.~~

- 4.1.14 School cultures.
- 4.2 ~~The administrator believes in, values, and is committed to:~~
  - 4.2.1 ~~Student learning as the fundamental purpose of schooling.~~
  - 4.2.2 ~~The proposition that all students can learn.~~
  - 4.2.3 ~~The variety of ways in which students can learn.~~
  - 4.2.4 ~~Life long learning for self and others.~~
  - 4.2.5 ~~Professional development as an integral part of school improvement.~~
  - 4.2.6 ~~The benefits that diversity brings to the school community.~~
  - 4.2.7 ~~A safe and supportive learning environment.~~
  - 4.2.8 ~~Preparing students to be contributing members of society.~~
- 4.3 ~~The administrator facilitates processes and engages in activities ensuring that:~~
  - 4.3.1 ~~All individuals are treated with fairness, dignity, and respect.~~
  - 4.3.2 ~~Professional development promotes a focus on student learning consistent with the school vision and goals.~~
  - 4.3.3 ~~Students and staff feel valued and important.~~
  - 4.3.4 ~~The responsibilities and contributions of each individual are acknowledged.~~
  - 4.3.5 ~~Barriers to student learning are identified, clarified, and addressed.~~
  - 4.3.6 ~~Diversity is considered in developing learning experiences.~~
  - 4.3.7 ~~Life long learning is encouraged and modeled.~~
  - 4.3.8 ~~There is a culture of high expectations for self, student, and staff performance.~~
  - 4.3.9 ~~Technologies are used in teaching and learning.~~
  - 4.3.10 ~~Student and staff accomplishments are recognized and celebrated.~~
  - 4.3.11 ~~Multiple opportunities to learn are available to all students.~~
  - 4.3.12 ~~The school is organized and aligned for success.~~
  - 4.3.13 ~~Curricular, cocurricular, and extracurricular programs are designed, implemented, evaluated, and refined.~~
  - 4.3.14 ~~Curriculum decisions are based on research, expertise of teachers, and the recommendations of learned societies.~~
  - 4.3.15 ~~The school culture and climate are assessed on a regular basis.~~
  - 4.3.16 ~~A variety of sources of information is used to make decisions.~~
  - 4.3.17 ~~Student learning is assessed using a variety of techniques.~~
  - 4.3.18 ~~Multiple sources of information regarding performance are used by staff and students.~~
  - 4.3.19 ~~A variety of supervisory and evaluation models is employed.~~
  - 4.3.20 ~~Pupil personnel programs are developed to meet the needs of students and their families.~~
- 4.1 An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- 4.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:
  - 4.2.1 Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
  - 4.2.2 Create a comprehensive, rigorous, and coherent curricular program;
  - 4.2.3 Create a personalized and motivating learning environment for students;
  - 4.2.4 Supervise instruction;
  - 4.2.5 Develop assessment and accountability systems to monitor student progress;
  - 4.2.6 Develop the instructional and leadership capacity of staff;
  - 4.2.7 Maximize time spent on quality instruction;
  - 4.2.8 Promote the use of the most effective and appropriate technologies to support teaching and learning; and

4.2.9 Monitor and evaluate the impact of the instructional program.

**5.0 Standard 3**

A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

- 5.1 The administrator has knowledge and understanding of:
  - 5.1.1 Theories and models of organizations and the principles of organizational development.
  - 5.1.2 Operational procedures at the school and district level.
  - 5.1.3 Principles and issues relating to school safety and security.
  - 5.1.4 Human resources management and development.
  - 5.1.5 Principles and issues relating to fiscal operations of school management.
  - 5.1.6 Principles and issues relating to school facilities and use of space.
  - 5.1.7 Legal issues impacting school operations.
  - 5.1.8 Current technologies that support management functions.
- 5.2 The administrator believes in, values, and is committed to:
  - 5.2.1 Making management decisions to enhance learning and teaching.
  - 5.2.2 Taking risks to improve schools.
  - 5.2.3 Trusting people and their judgments.
  - 5.2.4 Accepting responsibility.
  - 5.2.5 High quality standards, expectations, and performances.
  - 5.2.6 Involving stakeholders in management processes.
  - 5.2.7 A safe environment.
- 5.3 The administrator facilitates processes and engages in activities ensuring that:
  - 5.3.1 Knowledge of learning, teaching, and student development is used to inform management decisions.
  - 5.3.2 Operational procedures are designed and managed to maximize opportunities for successful learning.
  - 5.3.3 Emerging trends are recognized, studied, and applied as appropriate.
  - 5.3.4 Operational plans or procedures to achieve the vision and goals of the school are in place.
  - 5.3.5 Collective bargaining and other contractual agreements related to the school are effectively managed.
  - 5.3.6 The school plan, equipment, and support systems operate safely, efficiently, and effectively.
  - 5.3.7 Time is managed to maximize attainment of organizational goals.
  - 5.3.8 Potential problems and opportunities are identified.
  - 5.3.9 Problems are confronted and resolved in a timely manner.
  - 5.3.10 Financial, human, and material resources are aligned to the goals of schools.
  - 5.3.11 The school acts entrepreneurially to support continuous improvement.
  - 5.3.12 Organizational systems are regularly monitored and modified as needed.
  - 5.3.13 Stakeholders are involved in decisions affecting schools.
  - 5.3.14 Responsibility is shared to maximize ownership and accountability.
  - 5.3.15 Effective problem framing and problem solving skills are used.
  - 5.3.16 Effective conflict resolution skills are used.
  - 5.3.17 Effective group process and consensus building skills are used.
  - 5.3.18 Effective communication skills are used.
  - 5.3.19 There is effective use of technology to manage school operations.
  - 5.3.20 Fiscal resources of the school are managed responsibly, efficiently, and effectively.

~~5.3.21 A safe, clean, and aesthetically pleasing school environment is created and maintained.~~

~~5.3.22 Human resource functions support the attainment of school goals.~~

~~5.3.23 Confidentiality and privacy of school records are maintained.~~

5.1 An education leader promotes the success of every student by ensuring management of the organization, operation and resources for a safe, efficient, and effective learning environment.

5.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:

5.2.1 Monitor and evaluate the management and operational systems;

5.2.2 Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;

5.2.3 Promote and protect the welfare and safety of students and staff;

5.2.4 Develop the capacity for distributed leadership; and

5.2.5 Ensure teacher and organizational time is focused to support quality instruction and student learning.

## **6.0 Standard 4**

~~A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.~~

~~6.1 The administrator has knowledge and understanding of:~~

~~6.1.1 Emerging issues and trends that potentially impact the school community.~~

~~6.1.2 The conditions and dynamics of the diverse school community.~~

~~6.1.3 Community resources.~~

~~6.1.4 Community relations and marketing strategies and processes.~~

~~6.1.5 Successful models of school, family, business, community, government and higher education partnerships.~~

~~6.2 The administrator believes in, values, and is committed to:~~

~~6.2.1 Schools operating as an integral part of the larger community.~~

~~6.2.2 Collaboration and communication with families.~~

~~6.2.3 Involvement of families and other stakeholders in school decision-making processes.~~

~~6.2.4 The proposition that diversity enriches the school.~~

~~6.2.5 Families as partners in the education of their children.~~

~~6.2.6 The proposition that families have the best interests of their children in mind.~~

~~6.2.7 Resources of the family and community needing to be brought to bear on the education of students.~~

~~6.2.8 An informed public.~~

~~6.3 The administrator facilitates processes and engages in activities ensuring that:~~

~~6.3.1 High visibility, active involvement, and communication with the larger community is a priority.~~

~~6.3.2 Relationships with community leaders are identified and nurtured.~~

~~6.3.3 Information about family and community concerns, expectations, and needs is used regularly.~~

~~6.3.4 There is outreach to different business, religious, political, and service agencies and organizations.~~

~~6.3.5 Credence is given to individuals and groups whose values and opinions may conflict.~~

~~6.3.6 The school and community serve one another as resources.~~

~~6.3.7 Available community resources are secured to help the school solve problems and achieve goals.~~

~~6.3.8 Partnerships are established with area businesses, institutions of higher education, and community groups to strengthen programs and support school goals.~~

~~6.3.9 Community youth family services are integrated with school programs.~~

- 6.3.10 Community stakeholders are treated equitably.
- 6.3.11 Diversity is recognized and valued.
- 6.3.12 Effective media relations are developed and maintained.
- 6.3.13 A comprehensive program of community relations is established.
- 6.3.14 Public resources and funds are used appropriately and wisely.
- 6.3.15 Community collaboration is modeled for staff.
- 6.3.16 Opportunities for staff to develop collaborative skills are provided.
- 6.1 An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs and mobilizing community resources.
- 6.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:
  - 6.2.1 Collect and analyze data and information pertinent to the educational environment;
  - 6.2.2 Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
  - 6.2.3 Build and sustain positive relationships with families and caregivers; and
  - 6.2.4 Build and sustain productive relationships with community partners.

## 7.0 Standard 5

A school administrator is an educational leader who promotes the success of all students by acting with integrity, with fairness, and in an ethical manner.

- 7.1 The administrator has knowledge and understanding of:
  - 7.1.1 The purpose of education and the role of leadership in modern society.
  - 7.1.2 Various ethical frameworks and perspectives on ethics.
  - 7.1.3 The values of the diverse school community.
  - 7.1.4 Professional codes of ethics.
  - 7.1.5 The philosophy and history of education.
- 7.2 The administrator believes in, values, and is committed to:
  - 7.2.1 The ideal of the common good.
  - 7.2.2 The principles in the Bill of Rights.
  - 7.2.3 The right of every student to a free, quality education.
  - 7.2.4 Bringing ethical principles to the decision-making process.
  - 7.2.5 Subordinating one's own interest to the good of the school community.
  - 7.2.6 Accepting the consequences for upholding one's principles and actions.
  - 7.2.7 Using the influence of one's office constructively and productively in the service of all students and their families.
  - 7.2.8 Development of a caring school community.
- 7.3 The administrator:
  - 7.3.1 Examines personal and professional values.
  - 7.3.2 Demonstrates a personal and professional code of ethics.
  - 7.3.3 Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
  - 7.3.4 Serves as a role model.
  - 7.3.5 Accepts responsibility for school operations.
  - 7.3.6 Considers the impact of one's administrative practices on others.
  - 7.3.7 Uses the influence of the office to enhance the educational program rather than for personal gain.
  - 7.3.8 Treats people fairly, equitably, and with dignity and respect.
  - 7.3.9 Protects the rights and confidentiality of students and staff.

- 7.3.10 Demonstrates appreciation for and sensitivity to the diversity in the school community.
- 7.3.11 Recognizes and respects the legitimate authority of others.
- 7.3.12 Examines and considers the prevailing values of the diverse school community.
- 7.3.13 Expects that others in the school community will demonstrate integrity and exercise ethical behavior.
- 7.3.14 Opens the school to public scrutiny.
- 7.3.15 Fulfills legal and contractual obligations.
- 7.3.16 Applies laws and procedures fairly, wisely, and considerately.
- 7.1 An education leader promotes the success of every student by acting with integrity, fairness and in an ethical manner.
- 7.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:
  - 7.2.1 Ensure a system of accountability for every student's academic and social success;
  - 7.2.2 Model principles of self-awareness, reflective practice, transparency, and ethical behavior;
  - 7.2.3 Safeguard the values of democracy, equity, and diversity;
  - 7.2.4 Consider and evaluate the potential moral and legal consequences of decision-making; and
  - 7.2.5 Promote social justice and ensure that individual student needs inform all aspects of schooling.

## 8.0 Standard 6

~~A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts.~~

- 8.1 ~~The administrator has knowledge and understanding of:~~
  - 8.1.1 ~~Principles of representative governance that undergird the system of American schools.~~
  - 8.1.2 ~~The role of public education in developing and renewing a democratic society and an economically productive nation.~~
  - 8.1.3 ~~The law as related to education and schooling.~~
  - 8.1.4 ~~The political, social, cultural and economic systems and processes that impact schools.~~
  - 8.1.5 ~~Models and strategies of change and conflict resolution as applied to the larger political, social, cultural and economic contexts of schooling.~~
  - 8.1.6 ~~Global issues and forces affecting teaching and learning.~~
  - 8.1.7 ~~The dynamics of policy development and advocacy under our democratic political system.~~
  - 8.1.8 ~~The importance of diversity and equity in a democratic society.~~
- 8.2 ~~The administrator believes in, values, and is committed to:~~
  - 8.2.1 ~~Education as a key to opportunity and social mobility.~~
  - 8.2.2 ~~Recognizes a variety of ideas, values, and cultures.~~
  - 8.2.3 ~~Importance of a continuing dialogue with other decision makers affecting education.~~
  - 8.2.4 ~~Actively participating in the political and policy making context in the service of education.~~
  - 8.2.5 ~~Using legal systems to protect student rights and improve student opportunities.~~
- 8.3 ~~The administrator facilitates processes and engages in activities ensuring that:~~
  - 8.3.1 ~~The environment in which schools operate is influenced on behalf of students and their families.~~
  - 8.3.2 ~~Communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.~~
  - 8.3.3 ~~There is ongoing dialogue with representatives of diverse community groups.~~
  - 8.3.4 ~~The school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.~~
  - 8.3.5 ~~Public policy is shaped to provide quality education for students.~~



~~8.3.6 Lines of communication are developed with decision makers outside the school community.~~

8.1 An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context.

8.2 The education leader shall engage in and be responsible for the following leadership behaviors and skills:

8.2.1 Advocate for children, families, and caregivers;

8.2.2 Act to influence local, district, state, and national decisions affecting student learning; and

8.2.3 Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies.

1 The Interstate School Leaders Licensure Consortium Standards for School Leaders. Washington, D.C.: Council of Chief State School Officers, 1996 2008.

**6 DE Reg. 322 (9/1/02)**

**11 DE Reg. 311 (09/01/07)**

**13 DE Reg. 362 (09/01/09) (Prop.)**

**Renumbered effective 6/1/07 - see Conversion Table**