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**TO:** Members of the State Board of Education  
**FROM:** Lillian M. Lowery, Ed.D. *lmlowery*  
**DATE:** April 22, 2014  
**SUBJECT:** Proposed changes to COMAR 13A.12.04. 02, Assistants in Administration and Supervision, and COMAR 13A.12.04.03, Superintendent  
**AMEND**

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**PURPOSE:**

The purpose of this item is to provide information regarding changes proposed by the Professional Standards and Teacher Education Board (PSTEB) to COMAR 13A.12.04. 02, Assistants in Administration and Supervision, and COMAR 13A.12.04.03, Superintendent, and to provide the State Board the opportunity, should you so desire, to request that a Joint Conference Committee be convened with PSTEB prior to publication of the proposed amendments.

**BACKGROUND INFORMATION:**

At the October 3, 2013 meeting of the Professional Standards and Teacher Education Board (PSTEB), staff presented an overview of proposed changes to COMAR 13A.12.02, Assistants in Administration and Supervision and COMAR 13A.12.04.03, Superintendent. The proposed changes were the result of recommendations from a workgroup comprised of local school superintendents, human resource officers, higher education faculty, representatives of The Association of School Business Officials, Maryland (ASBOMD) and certification staff.

Based on these recommendations and a discussion of the proposed changes, the PSTEB was in agreement with the changes to COMAR 13A.12.04.02, Assistants in Administration and Supervision; this regulation allows public school superintendents to request certification for individuals serving in non-instructional administrative positions. Positions such as Assistant Superintendent for Finance or Human Resources are examples of these types of position. Changes to this regulation require content background relevant to the position and alignment of renewal requirements similar to other certificates.

In following months, the PSTEB discussed proposed changes to COMAR 13A.12.04.03, Superintendents at every PSTEB meeting. Input regarding the proposed changes was elicited by the PSTEB from its various constituencies. There was strong sentiment that the proposed changes should include teaching experience. At its April 3, 2014 meeting, the PSTEB approved the following proposed changes:

- Acceptability of a master's or higher degree,
- Verification of three years of satisfactory teaching experience and verification of two years of satisfactory administrative/supervisory experience in a Pre K-12 setting,
- Twenty-four (24) additional post-master's hours in national standards-based content, and
- The experienced professional option for the superintendent who presents a valid out-of-state professional certificate and verification of three years of satisfactory experience within the past seven years as a superintendent. This change is consistent with other areas of certification.

**SUMMARY:**

The PSTEB has discussed thoroughly the proposed changes to COMAR13A.12.04.02, Assistants in Administration and Supervision, and COMAR13A.12.04.03, Superintendents. The proposed changes represent the input of the original workgroup, comments from the Public School Superintendents Association of Maryland (PSSAM), and other representative educator organizations.

**ACTION:**

This item is presented for your information and to provide an opportunity to convene a Joint Conference Committee prior to publication should you so desire.

LML/jes

Attachments

## Attachment 1

### 02. [Assistants in Administration and Supervision.] *Supportive Services Personnel.*

A. Purpose. The State Superintendent of Schools may certify as [an assistants in administration and supervision] Supportive Services Personnel a qualified employee of a local school system who is assigned to administrative or supervisory responsibilities not otherwise covered in these regulations, and who has responsibilities comparable to those assigned to persons who hold specific supervisory certificates.

B. Education [and Experience]. An applicant for certification as *Supportive Services Personnel shall have a bachelor's degree or higher appropriate to the area of responsibility from an IHE.* [an assistant in administration and supervision shall meet one of the following:

(1) Have completed a 4-year course in an approved college; or

(2) Have achieved equivalent status in the judgment of the State Superintendent of Schools by having appropriate certification from the board controlling the professional practice of the specialty and 3 years' experience in the special field.]

C. *This certificate is issued at the request of a local school superintendent.*

[C]D. Special Provision. [An assistant in administration and supervision shall be exempt from the requirements for recent credit and credit for renewal of certificate unless required by the local superintendent of schools.] *An individual certified as Supportive Services Personnel must meet the certificate requirements as specified in 13.A.12.01.06B-E. An individual with this certification may renew the Advanced Professional Certificate by presenting six semester hours of acceptable credit from an IHE or Department-approved Continuing Education Units (CEUs), a list of which is maintained by the Department.*

## Attachment 2

### .03 Superintendents[s].

The requirements for certification as a superintendent, deputy superintendent, associate superintendent, assistant superintendent or equivalent position are that the applicant shall:

A. [Meet the requirements for certification in early childhood education, elementary education or a secondary education area];

[B]. Have a master's degree *or higher* from an IHE;

[C] B. Have 3 years of [successful] *satisfactory* teaching experience and 2 years of *satisfactory* administrative or supervisory experience *in a PreK- 12 school setting*; and

[D] C. [Have successfully completed a 2-year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools. Graduate work under §B may be applied toward the requirements of this section, provided that a minimum of 60 semester hours of graduate work is presented.] *Submit a minimum of 24 credits of post-master's, graduate coursework in educational administration and supervision to include a balance of course work in the following:*

(1) *Developing and Articulating Shared Vision;*

(2) *Organizational Management;*

(3) *Promoting and Maintaining a Positive School Culture and Instructional Program for Learning;*

(4) *Demonstrating Values and Ethics of Leadership; and*

(5) *Collaboration with Diverse Stakeholders.*

*D. A superintendent who enters Maryland from another state may obtain superintendent certification if that superintendent held a valid professional state certificate and presented verification of at least 27 months of satisfactory performance as a superintendent during the past 7 years on the basis of which application is being made for a like or comparable Maryland certificate.*