

## **SUPERINTENDENT K-12**

### **Requirements for Position**

Pennsylvania provides two means for individuals to qualify for the positions of superintendent and assistant superintendent in Pennsylvania's public schools. Both positions are commissioned officers and are subject to the provisions of Certification and Staffing Policy Guidelines document #96.

#### **Letter of Eligibility Process**

The Pennsylvania Department of Education (PDE) will issue a Letter of Eligibility for appointment as a district superintendent or assistant superintendent to an applicant who:

1. Holds a diploma from a college/university or other approved institution.
2. Has either:
  - a) completed a Pennsylvania approved graduate-level program of educational administrative study that meets the Pennsylvania School Leadership standards under Section 1217 or
  - b) completed an out-of-state graduate-level program equivalent to those standards approved in this Commonwealth.
3. Has received the recommendation of the preparing institution for certification as a chief school (district-level) administrator, or, if prepared through an out-of-state institution, holds a comparable certificate issued by another state for professional service in the public schools of that state.
4. Has provided evidence of six years of satisfactory school experience, not less than three of which shall have been in a supervisory or administrative capacity.
5. Is a person of Good Moral Character as required by 24 P.S. §10-1002.

The Letter of Eligibility is a portable and permanent credential that qualifies the individual to serve in all appropriate LEAs in the Commonwealth. The school district that hires an individual with a Letter of Eligibility may apply for and be granted a commission.

#### **Commission Qualification Letter Process**

The Pennsylvania Department of Education (PDE) will issue a Commission Qualification Letter for consideration for appointment as a district superintendent or assistant superintendent to an applicant who:

1. Holds a graduate degree from an accredited higher education institution in business, finance, or management or holds a Juris Doctorate degree.
2. Provides evidence of four years of relevant work experience in business, finance or management in the fields of business, industry or education. Juris Doctorate degree candidates must have four years of educational law experience.
3. Is a person of Good Moral Character as required by 24 P.S. §10-1002.

The Commission Qualification Letter is not a credential but a letter that indicates that the candidate has met the alternative route requirements to be commissioned as a superintendent or assistant superintendent in the Commonwealth.

### **Commission Process for a Commission Qualification Letter Holder**

PDE will issue a Commission to serve in a particular school district to an applicant who:

1. Provides evidence of approval by the school board of the hiring entity.
2. Completes a Leadership Development Program that meets the Pennsylvania School Leadership Standards under Section 1217 within the duration of their initial contract term as a superintendent or assistant superintendent in this Commonwealth. A PDE-approved Pennsylvania Inspired Leadership (PIL) Program will fulfill this requirement.