

SUPERINTENDENT PK-12

Requirements for Position

Individuals may qualify for the position of superintendent or assistant superintendent in Pennsylvania's public schools via traditional or alternative routes. Both positions are commissioned officers, require a superintendent letter and are subject to the provisions of Certification and Staffing Policy Guidelines document #96.

Candidates who are offered a position as superintendent or assistant superintendent in the Commonwealth must apply to School Services for a Commission. For information, please visit the [Commissions](#) page of our website.

Letter of Eligibility Process – Traditional Route

The Letter of Eligibility is a portable and permanent credential that qualifies the individual to serve in all appropriate Local Education Agencies (LEA) in the Commonwealth. The Pennsylvania Department of Education (PDE) will issue a Letter of Eligibility to an applicant who:

1. Holds a baccalaureate degree from a college/university or other approved institution.
2. Completed a Pennsylvania approved graduate-level program of educational administrative study that meets the Pennsylvania School Leadership standards under Section 1217 or out-of-state graduate-level program equivalent to those standards approved in this Commonwealth.
3. Receives 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. Provides evidence of six years of satisfactory school experience, not less than three of which shall have been in a supervisory or administrative capacity.
5. Provides evidence of satisfactory achievement on assessments prescribed by the Department under Section 49.18(a).
6. Is a person of Good Moral Character as required by 24 P.S. §10-1002.
7. Submits an online application, fee and required documentation via the Teacher Information Management System (TIMS).

Commission Qualification Letter Process – Alternative Route

The Commission Qualification Letter is not a credential. It is a letter that indicates that the candidate met the alternative route requirements to be commissioned as a superintendent or assistant superintendent in the Commonwealth. The Commission Qualification Letter requires completion of a Leadership Development Program that meets the Pennsylvania School Leadership Standards under Section 1217 during the initial contract term as a superintendent or assistant superintendent in this Commonwealth. A PDE-approved Pennsylvania Inspired Leadership Program fulfills this requirement.

The Pennsylvania Department of Education (PDE) will issue a Commission Qualification Letter to an applicant who:

1. Holds a graduate degree from an accredited higher education institution in business, finance, or management.

2. Provides evidence of four years of relevant business, finance or management work experience in the fields of business, industry or education.
3. Is a person of Good Moral Character as required by 24 P.S. §10-1002...
4. Submits an online application, fee and required documentation via the Teacher Information Management System (TIMS).