

Education Administrator

Education Administrators are school professionals required to hold an administrator certificate whose duties involve the development, supervision, or internal management of a school, school system, or school program rather than the furnishing of direct instructional or other services to pupils. Includes superintendents, assistant superintendents, special education administrators, business administrators, principals, associate principals, curriculum administrators, district administrators, and career and technical education directors.

Legislation

Statute: NH RSA 186
 Administrative Rules: Chapter Ed 506.01 – 506.06; 507.01

Certification Requirements

- Submit application for certification and non-refundable application fee
- Alternative methods of qualification for administrator certification:
 - Alternative 1:* Completion of an approved program of professional preparation in education administration

Alternative 2: Completion of a comparable program outside of New Hampshire

Alternative 3: Qualification based on Demonstrated Competencies and Equivalent Experiences

Specific education qualifications as follows:

- **Superintendent**
 - Have completed at least three years of experience as an education administrator in a K-12 setting;
 - Have completed a State Board of Education approved educational administration collegiate program at the post-Master’s certificate of advanced graduate study (CAGS), educational specialist, or doctoral level; and
 - Have acquired the competencies, skills, and knowledge itemized in Ed 506.01 (through experience in comparable leadership positions in education or other professions if qualifying under Ed 505.03, Alternative 3: Demonstrated Competencies and Equivalent Experiences.)
 - The application procedures for certification shall be as follows:
 - ◆ The candidate may obtain the necessary forms and information from the Bureau of Credentialing; and shall file the following materials and documents with the Bureau of Credentialing:
 - Completed application forms containing the information required in Ed 508.04;
 - Previous work record;
 - Education record; and
 - A minimum of three confidential references from persons who can attest to the candidate’s proficiencies in the required leadership area
 - If the Bureau of Credentialing determines that the materials described above attest to the candidate’s successful completion of the requirements for certification, the candidate shall receive initial certification as superintendent from the Bureau of Credentialing. This certification shall enable the holder to apply for employment as a New Hampshire superintendent.

Regulatory Agency

Bureau of Credentialing
 Division of Program Support
 New Hampshire Department of Education
 101 Pleasant Street
 Concord, New Hampshire 03301

phone (603) 271-4196
fax (603) 271-4134
web <www.education.nh.gov/certification/>
contact Virginia Clifford, Administrator
e-mail virginia.clifford@doe.nh.gov

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- **Assistant Superintendent**
 - Have completed at least three years of experience as an educational administrator in a K-12 setting; and be enrolled in a State Board of Education approved school administration program at the post-Master's certificate of advanced graduate study (CAGS), educational specialist, or doctoral level
 - Have a plan approved by the Bureau to acquire the competencies, skills, and knowledge itemized in Ed 506.02 (b)
- **Business Administrator**
 - An individual shall have the following entry level requirements to be certified as a business administrator:
 1. Bachelor's degree or Master's degree in a State Board of Education approved program in business administration; or
 2. Have acquired the competencies, skills, and knowledge itemized in Ed 506.03 through experience in comparable business management positions; or have demonstrated the equivalent of completing an approved program in business administration through experience in comparable business management position(s) and have successfully completed an individualized professional development plan as specified in Ed 505.04
 - The candidate shall file the following materials and documents with the Bureau of Credentialing:
 - ◆ Completed application forms containing the information required in Ed 508.05;
 - ◆ Previous work record;
 - ◆ Education record; and
 - ◆ A minimum of three confidential references from persons who can attest to the candidate's proficiencies in the required leadership area
- **Principal**
 - Have completed at least five years' experience as an educator; and
 - One of the following:
 - ◆ Completed a Master's program in educational leadership or a related area approved by the State Board of Education and been recommended for this certification by the designated official of the preparing collegiate Department of Education; or
 - ◆ Completed a Master's program in education, and demonstrated:
 - ◆ The competencies, skills, and knowledge as listed in Ed 505.03 or
 - ◆ Experience in comparable educational leadership positions in education or other professions as specified in Ed 505.03
 - Candidates shall file the following materials and documents with the Bureau of Credentialing:
 - ◆ Completed application forms containing the information required in Ed 508.04;
 - ◆ Previous work record;
 - ◆ Education record; and
 - ◆ A minimum of three confidential references from persons who can attest to the candidate's proficiencies in the required leadership area

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- **Associate Principal**
 - Have completed at least three years of experience as an educator; and
 - One of the following:
 - ◆ Completed a Master’s program in school administration/leadership or a related area approved by the State Board of Education and been recommended for this certification by the designated official of the preparing collegiate Department of Education;
 - ◆ Be enrolled in Master’s program in school administration/leadership or a related area approved by the State Board of Education for no longer than a period of three years leading to a recommendation for this certification by the designated official of the preparing collegiate Department of Education upon completion of the program; or
 - ◆ Hold a bachelor’s degree in education from a college or university approved by the New Hampshire Higher Education Commission, and have received the recommendation of the superintendent who shall submit the candidate's individualized professional development plan to the Bureau of Credentialing in accordance with Ed 505.04; and have demonstrated one of the following:
 - ♦ The competencies, skills, and knowledge listed in 505.03; or
 - ♦ Experience in comparable educational leadership positions in education or other professions in accordance with Ed 505.03.
 - An individual for certification as an associate principal shall file the following materials and documents with the Bureau of Credentialing: Completed application forms containing the information required in Ed 508.04; previous work record; education record; and a minimum of three confidential references from persons who can attest to the candidate’s proficiencies in the required leadership area
- **Curriculum Administrator**
 - A curriculum administrator is the administrator of a school district or school administrative unit who directs the curriculum, instruction, and assessment activities of a school district or administrative unit
 - Must meet one of the following entry-level requirements:
 - ◆ At least a Master’s degree in either curriculum and instruction or in education with additional coursework in the areas of curriculum instruction and assessment; and:
 - ♦ A minimum of three years of experience as an educator; or
 - ♦ Have acquired the competencies, skill and knowledge as itemized in Ed 505.03 through experience in comparable positions as specified in Ed 505.03.
- **District Administrator**
 - Administrates a school district or school administrative unit with 400 or fewer total school age enrollments and with no more than two public schools
 - ◆ Must meet the following entry-level requirements:
 - ♦ Have completed at least five years of experience as a certified principal
 - ♦ Meet the entry-level requirements for certification as a principal under Ed 506.04(a);
 - ♦ Meet the qualifications, skills, competency, and knowledge requirements for the position of principal, as established under Ed 506.04(c); and
 - ♦ Have the ability to provide the administrative services listed in RSA 194-C:4
 - As an alternative to meeting the requirements of above, the candidate may elect to qualify under Ed 505.03, Alternative 3: Demonstrated Competencies and Equivalent Experiences. For purposes of above, the term “teaching experience” in Ed 505.03 means “administrative experience”.

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- Candidates shall file the following materials and documents with the Bureau of Credentialing:
 - ◆ Completed application forms containing the information required in Ed 508.04;
 - ◆ Previous work record; education record; and
 - ◆ A minimum of three confidential references from persons who can attest to the candidate’s proficiencies in the required leadership area
- **Special Education Administrator**
 - Must have at least a Master’s degree in education or administration, or a related field such as learning disabilities
 - A minimum of three years progressively responsible experience under a license or certification in related special education areas, as documented by positive recommendations or evaluations from the candidate’s supervisor(s) which demonstrate that the candidate has worked with students with disabilities in approved schools or programs
- **Career and Technical Education Director**
 - Must have completed at least three years of successful paid and progressively responsible experience in the field of career and technical education, with experience within the five years prior to the application as an administrator, supervisor, or teacher; and
 - Educational qualifications of:
 1. Completion of a program approved by the State Board of Education in career and technical education or administration at the Master’s degree level or higher and recommendation for this certification by the designated official of the preparing collegiate Department of Education; or
 2. Demonstrate the competencies, skills, and knowledge as listed in Ed 507.01 (b) through experience in comparable leadership positions in career and technical education or other professions as specified in Ed 505.03

Examination

Not required

Continuing Education

Staff development activities totaling 75 clock hours (or alternative to clock hours) in the school district and/ or school administrative unit staff development plan during the three-year certification period

Reciprocity

Not permitted

Active Licenses

Not provided

Fees	
Three-year certificate	\$130.00
Three-year renewal	\$130.00
Competency review, Alternative 3	\$300.00
Additional endorsements, per endorsement	\$20.00
Duplicate credential	\$20.00
Late filing fee	\$50.00

O*Net Codes	
11-9032.00	Education Administrators, Elementary and Secondary School
25-9031.00	Instructional Coordinators

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Related Training

Educational Leadership and Administration; Administration of Special Education; Educational, Instructional, and Curriculum Supervision; Elementary and Middle School Administration/Principalship; Secondary School Administration/Principalship; Superintendentcy and Educational System Administration

Additional Information Sources

New Hampshire Association of School Principals
<www.nhasp.org>

New Hampshire Association of Special Education Administrators
<www.nhasea.org>

New Hampshire School Administrators Association
<www.nhsaa.org>

New Hampshire School Boards Association
<www.nhsba.org>