

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, school counseling director, business administrators, principals, associate principals, curriculum administrators, district administrators, and career and technical education directors.

Legislation

Statute: NH RSA 186
Administrative Rules: Chapter Ed 500

Certification Requirements

- Qualify through one of the available Alternative Pathways for licensure described on NH Department of Education webpage.

There are multiple Education Administrator endorsements, each with varying licensure requirements:

- **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; or
 - Hold a certificate of advanced graduate study, educational specialist, or doctoral degree and have acquired the competencies, skills, and knowledge itemized in Ed 506.01 (d) through experience in comparable leadership positions in education or other professions if qualifying under Ed 505.03
- **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
- **Business Administrator**
 - Bachelor's degree or Master's degree in a State Board of Education approved program in business administration; or
 - 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

Regulatory Agency

Bureau of Credentialing

Division of Educator Support and Higher Education
New Hampshire Department of Education
101 Pleasant Street
Concord, New Hampshire 03301-3860

phone (603) 271-2409

fax (603) 271-4134

web <www.education.nh.gov/who-we-are/division-of-educator-support-and-higher-education/bureau-of-credentialing>

contact Administrator

e-mail cert.info@doe.nh.gov

Education Administrator (continued)

- **Principal**

- Have completed at least five years' experience as an educator; and
- 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 506.04 or have experience in comparable educational leadership positions in education or other professions as specified in Ed 505.03

- **Associate Principal**

- Have completed at least three years of experience as an educator; and
- 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; or
- 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 3 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; or
 - Experience in comparable educational leadership positions in education or other professions in accordance with Ed 505.03

- **District Administrator**

- Have completed at least five years of experience as a licensed Principal, and
- Have the ability to provide the administrative services listed in RSA 194-C:4

- **Curriculum Administrator**

- A minimum of five years of experience as a classroom teacher; and
- At least a Master's degree in either curriculum and instruction or in a related area; and
- Have acquired the competencies, skill and knowledge as itemized in Ed 506.05 through experience in comparable positions as specified in Ed 506.05.

- **Special Education Administrator**

- Must have at least a Master's degree in special education, or a related area; and
- A minimum of five years of experience as a special educator or in a related field.
- Have acquired the competencies, skill and knowledge as itemized in Ed 506.07 through experience in comparable positions as specified in Ed 506.07.

Education Administrator (continued)

- **School Counseling Director**

- Completed a state board of education approved school counseling program at the master's degree level or higher;
- Current possession of New Hampshire certification as a school counselor;
- At least 3 years of successful paid and progressively responsible experience in the field of school counseling, with recent leadership experience that encompasses comprehensive knowledge of school operations; and
- Have acquired the competencies, skills, and knowledge itemized in Ed 506.10

- **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
- 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
- Demonstrate the competencies, skills, and knowledge as listed in Ed 506.09 through experience in comparable leadership positions in career and technical education or other professions as specified in Ed 505.03

There are multiple levels of credentials, each with varying requirements:

- **Intern Authorization**

- Have met the requirements for a Statement of Eligibility
- Currently be employed in the field of education in a New Hampshire public or non-public school
- Intern authorizations are granted for the duration of the individualized professional development plan
- Educators who hold a valid intern authorization receive a beginning educator license after the Bureau approves the required report of completion under the individualized professional development plan

- **Beginning Educator License**

- Beginning educator licenses are issued for an initial period of three years
- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator license only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

- **Experienced Educator License**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator license only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

Education Administrator (continued)

Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please visit the Bureau of Credentialing website.

Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three-year licensure period.

Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

Active Licenses

Not provided

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

Fees

Three-year licensure	\$120.00
Three-year renewal	\$120.00

Additional fees vary by pathway for licensure and number of endorsements applied for.

Exam fees are set by each testing company.

O*Net Codes

11-9032.00	Education Administrators, Elementary and Secondary School
25-9031.00	Instructional Coordinators

Additional Information Sources

National Association of State Directors of Teacher Education and Certification (NASDTEC)
<www.nasdtec.org>

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>