



State of New Jersey

DEPARTMENT OF EDUCATION

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TO: Members, State Board of Education

FROM: Christopher D. Cerf
Acting Commissioner

SUBJECT: N.J.A.C. 6A:9, Professional Licensure and Standards

REASON FOR ACTION: Amendments Concerning the Certification of State District Chief School Administrators

SUNSET DATE: January 20, 2014

Summary

The Department of Education (Department) proposes that N.J.A.C. 6A:9 be amended as noted in this Summary. These amendments will allow the Commissioner, under the conditions summarized below, to direct the State Board of Examiners to issue a Certificate of Eligibility to a successful candidate for the chief school administrator position in a state district. These amendments and new rules are consistent with both the State Board Strategic Plan and the Department's mission statement.

N.J.A.C. 6A:9 sets forth the rules governing the preparation, licensure and professional development of those educators required by their positions to be certified. It also contains rules governing the approval of educator preparation programs and the content of such programs. Finally, it contains the rules delineating the organization of, powers of, duties of and proceedings before the State Board of Examiners.

Because these will allow the department to select the most qualified candidate to run the complicated affairs of a state district, the amendments will have a positive impact on the administration of state districts and on the education of their students.

The following summary provides a brief overview of the proposed amendments and new rules.

Subchapter 12. Requirements for Administrative Certification

The Department proposes to amend this subchapter as follows:

N.J.A.C. 6A:9-12.4 School Administrator

The Department proposes a new N.J.A.C. 6A:9-12.4(n) which would allow the Commissioner to direct the Board of Examiners to issue a school administrator Certificate of Eligibility (CE) for the successful candidate for chief school administrator of a state district under the following criteria. The successful candidate must: possess a Bachelor's or higher degree from a regionally accredited, four year college or university; possess, in the Commissioner's view, sufficient management and executive leadership experience in a public or private organization to allow the candidate to successfully administer the state district; and pass a criminal history review prior to issuance of the CE. In proposing a candidate for certification to the Commissioner under these rules, the school district must document how the candidate's experience is comparable to, and/or relevant to success in, the following areas: District Planning and Policy Formulation; Board of Education Operations and Relations; Management of District Operations; School Facilities; Labor Relations and Collective Bargaining; Government and Community Relations; School Law; Curriculum and Instruction; Student Services; Staff Evaluation. The Commissioner will base his or her judgment of the candidate's relevant experience upon this documentation. Upon the candidate's hiring, the Commissioner may direct the Board of Examiners to issue a Provisional Certificate to the candidate. The Commissioner may further direct the Board of Examiners to issue a standard certificate to the candidate if the candidate has successfully completed a residency under N.J.A.C. 6A:9-12.4(e) through (i), has passed two formative performance reviews and a summative performance review by the Department, and has passed the Department-approved test for school administrators.

The Department proposes a new N.J.A.C. 6A:9-12.4(o) which establishes a pilot program of five years' duration with alternate rules for issuing a school administrator certificate for a superintendent of a school district that is listed as a district in need of improvement for the Department's most recent Annual Yearly Progress report. Such a school district may request permission from the Commissioner to advertise for candidates who meet the following criteria and to request that the Commissioner direct the Board of Examiners to issue certificates to a successful candidate. The successful candidate must: possess a Bachelor's or higher degree from a regionally accredited, four year college or university; possess, in the Commissioner's view, sufficient management and executive leadership experience in a public or private organization to allow the candidate to successfully administer the school district; and pass a criminal history review prior to issuance of the CE. In proposing a candidate for certification to the Commissioner under these rules, the school district must document how the candidate's experience is comparable to, and/or relevant to success in, the following areas: District Planning and Policy Formulation; Board of Education Operations and Relations; Management of District

Operations; School Facilities; Labor Relations and Collective Bargaining; Government and Community Relations; School Law; Curriculum and Instruction; Student Services; Staff Evaluation. The Commissioner will base his or her judgment of the candidate's relevant experience upon this documentation. Upon the candidate's hiring, Commissioner may direct the Board of Examiners to issue a Provisional Certificate to the candidate. The Commissioner may further direct the Board of Examiners to issue a standard certificate to the candidate if the candidate has successfully completed a residency under N.J.A.C. 6A:9-12.4(e) through (i), has passed two formative performance reviews and a summative performance review by the Department, and has passed the Department-approved test for school administrators. The Department will evaluate the pilot program and present the evaluation report to the State Board.

Social Impact

The proposed new rules will have a positive social impact on communities which comprise state districts and districts in need of improvement by increasing the pool of qualified chief school administrators for the state districts and thus the educational outcomes of students in those communities.

Economic Impact

The proposed new rules will not create additional costs for district boards of education or the general public.

Federal Standards Statement

There are no Federal standards or requirements that are applicable to the proposed new rules.

Jobs Impact

There are no anticipated job losses resulting from the proposed new rules.

Agriculture Industry Impact

No impact on the agriculture industry is anticipated as a result of the proposed new rules.

Regulatory Flexibility Statement

The proposed new rules apply only to state districts. The proposed new rules do not impose any additional reporting, recordkeeping or compliance requirements. Accordingly, no professional services should be necessary to comply with the regulatory requirements. There are no capital costs associated with the proposed amendments and new rules.

Smart Growth Impact

The proposed new rules will not impact the achievement of smart growth or implementation of the State Plan for Development or Redevelopment.

Housing Affordability Impact

The proposed new rules will have no impact on the cost of housing or number of housing units. The proposed amendments and new rules concern professional licensure and standards for state district superintendents.

Smart Growth Development Impact

The proposed new rules will have no impact on the cost of housing, the number of housing units, or new construction within Planning Areas 1 and 2, or designated centers, under the State Development and Redevelopment Plan. The proposed amendments and new rules concern professional licensure and standards for state district superintendents.

SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

6A:9-12.4 School administrator

- (a) To be eligible for the school administrator CE, the candidate shall:
1. Complete one of the following:
 - i. Hold a master's or higher degree from a Regionally accredited college or university in educational leadership, or in curriculum and instruction, or in one of the recognized fields of leadership or management;
 - ii. Hold a master's degree from a Regionally accredited college or university and complete a post-master's program resulting in a CERTIFICATE OF ADVANCED STUDY IN EDUCATIONAL ADMINISTRATION AND SUPERVISION;
 - iii. Hold a master's degree from a Regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits as they appear on the institution's transcript. The study must be completed at one institution in fields outlined in (a)li above;
 - iv. Hold a master's degree from a regionally accredited college or university and complete a New Jersey State-approved certification program in

- educational leadership offered by providers approved by the Department pursuant to N.J.A.C. 6A:9-12.5(j)2, (k)2 and (l)1; or
- v. Hold a master's degree from an NCATE or TEAC Approved program in educational leadership from an out-of-State college or university;
2. Complete a minimum of 30 graduate credits either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4 (a)1 through 6:
 - i. Leading a common vision of learning in the school community;
 - ii. Leading a climate and culture conducive to student learning and staff professional growth;
 - iii. Leading a safe and effective environment for learning;
 - iv. Leading the mobilization of resources, response to diverse needs, and collaboration with families and communities;
 - v. Leading with integrity and fairness; and
 - vi. Leading with a perspective of the larger political, social, economic and legal context;
 3. Complete a 150-hour internship in educational leadership independent of other course requirements;
 4. Pass a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional standards for School leaders and that is most directly related to the functions of superintendents as defined in N.J.A.C. 6A:9-12.3(a); and

5. Complete five years of successful educational experience in a public or Non-public school, a public or Non-public school district, or a regionally accredited higher educational setting in New Jersey or out-of-State.
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- (b) A candidate who matriculates and enrolls in a State-approved educational leadership preparation program on or after September 1, 2008 shall be required to complete all requirements of (a) above effective as of January 7, 2008. A candidate who is matriculated and enrolled in a State-approved educational leadership preparation program prior to September 1, 2008, and applies to the Office no later than December 31, 2011, shall complete all requirements under former N.J.A.C. 6A:9-12.4, as effective January 6, 2008. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.
 - (c) Applicants in possession of a written evaluation completed by the Office prior to January 8, 2008 will have until December 31, 2011 to complete the requirements set forth in the written evaluation. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.
 - (d) To be eligible for a provisional school administrator's Endorsement, the candidate shall:

1. Hold a school administrator CE; and
 2. Obtain and accept an offer of employment in a position requiring the school administrator Certificate in a public school district that has agreed formally to sponsor the residency.
- (e) To be eligible for the standard administrative Certificate with a school administrator Endorsement, the candidate shall:
1. Possess a Provisional certificate pursuant to (a) and (b) above; and
 2. Complete a one to two-year State-approved residency program while employed under provisional certification in a public school district. The residency program shall:
 - i. Take place in a functioning public school district environment or may take place in an approved alternate site that serves public school students;
 - ii. Require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional standards for teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional standards for School leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities

illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district;

- iii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;
- iv. Be administered by a State-approved mentor, an experienced administrator who has completed a State-approved orientation, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the local board shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and
- v. Provide professional experiences, training and instruction as defined in the Professional standards for School leaders and in the areas of district planning and policy formulation; board of education operations and relations; supervision of district wide programs of curriculum, instruction and student services; collegial management, participatory decision-making

and professional governance; the roles, supervision and evaluation of central Office staff and school principals; district financial, legal and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

- (f) Each candidate for the standard administrative Certificate with a school administrator Endorsement shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's Standard certificate. All performance evaluations shall be aligned with the Professional standards for School leaders as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.

- (g) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate. The mentor may seek the informal input of the employing District board of education concerning the standard certification of the candidate.

- (h) The mentor shall meet with the resident superintendent at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident superintendent. The Department may require resident superintendents to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.

- (i) Standard certification for school administrator Endorsement candidates shall be approved or disapproved pursuant to the following procedures:
 - 1. Before the end of the residency period, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (d) above.

 - 2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a Standard certificate;

 - ii. Insufficient: Recommends that a Standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or

- iii. Disapproved: Recommends that a Standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.
 - 3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
 - 4. Candidates who receive a recommendation of “approved” shall be issued a Standard certificate.
 - 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 - 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (j) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate’s request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

(k) Each candidate who holds a valid out-of-State school administrator Certificate but does not meet the requirements in (a)1, 2, 3, 4 or 5 above, will be eligible for the school administrator Endorsement upon presenting the following:

1. A valid standard out-of-State school administrator Certificate;
2. Official documentation of five years of successful full-time experience under the out-of-State Certificate. This experience shall be in a public school superintendent or assistant superintendent position with responsibility for functions delineated under the New Jersey school administrator Endorsement pursuant to N.J.A.C. 6A:9-12.3(a);
3. A master's degree in any area;
4. An offer of employment in a school district in a position that requires the school administrator Certificate; and
5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional standards for teachers as defined in N.J.A.C. 6A:9-3.3; and, the New Jersey Standards for School leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate

that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district.

(l) An experienced New Jersey principal who holds a master's degree or higher in a field other than those outlined in (a)1 above, may satisfy the degree requirement by meeting the requirements in (a)4 above and upon presentation of the following:

1. A valid, standard New Jersey principal Endorsement; and
2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved alternate site that serves public school students.

(m) Persons who are in possession of a formal, written evaluation for school administrator certification from the Office prior to January 20, 2004 shall have until January 20, 2009 to complete the certification requirements as specified in the evaluation.

(n) Other provisions of N.J.A.C. 6A:9 notwithstanding, the State Board of Examiners shall issue a certificate of Eligibility, a Provisional Certificate, and a Standard Certificate for school administrator to a candidate for appointment as chief school administrator in school districts in which the State appoints the chief school administrator under the following conditions:

1. The Commissioner shall direct the State Board of Examiners [shall] to issue a Certificate of eligibility to the candidate if the candidate:
 - a. Possesses a Bachelor's or higher degree from a regionally-accredited, four year college of university;
 - b. Has sufficient management and executive leadership experience in a public or private organization as determined by the Commissioner to allow the candidate to successfully administer the state district[;].The Commissioner will consider how the candidate's documented experience is comparable to, and/or relevant to success in, the following areas: District Planning and Policy Formulation; Board of Education Operations and Relations; Management of District Operations; School Facilities; Labor Relations and Collective Bargaining; Government and Community Relations; School Law; Curriculum and Instruction; Student Services; and Staff Evaluation. The Commissioner will base his or her judgment of the candidate's relevant experience upon this documentation; and
 - c. Passes a criminal history review prior to issuance of the CE.

2. The State Board of Examiners shall issue a Provisional Certificate to the candidate meeting the above criteria upon appointment by the State Board of the candidate as State District superintendent pursuant to N.J.S.A. 18A:7A-35.

3. The State Board of Examiners shall issue a Standard certificate to the candidate if the candidate:

- d. **[Upon hiring, has selected and met regularly with a Department-approved mentor and has been recommended for the standard certificate by the Department-approved mentor] Has successfully completed a residency per N.J.A.C. 6A:9-12.4(e) through (i);**
- e. **Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department; and**
- f. **Has passed the Department-approved test for school administrators.**

(o) Other provisions of N.J.A.C. 6A:9 notwithstanding, there is hereby established a five year pilot program under which the State Board of Examiners shall issue a certificate of Eligibility, a Provisional Certificate, and a Standard Certificate for school administrator to a successful candidate for appointment as chief school administrator under the following conditions.

[1. Such certifications may be issued and appointments may be made in a district that meets one of the following criteria:

- c. If the district is listed as a district in need of improvement on the department's most recent Annual Yearly Progress report; or**

- d. For the most recent two or more years the district has had:
 - i. fifty percent or more of its fourth grade students score partially proficient on the State assessment for either language arts or mathematics; or
 - ii. fifty percent or more of its eighth grade students score partially proficient on the State assessment for either language arts or mathematics; or
 - iii. fifty percent or more of its eleventh grade students score partially proficient on the State assessment for either language arts or mathematics.]

6. Such certifications may be issued and appointments may be made in a school district that is listed as a district in need of improvement on the department's most recent Annual Yearly Progress report.

7. School districts [Districts] satisfying the criteria in 1 above may request permission from the Commissioner to recruit candidates for chief school administrator according to the criteria in 3 below.

8. The Commissioner shall direct the State Board of Examiners [shall] to issue a Certificate of eligibility (CE) to the candidate if the candidate:

a. Possesses a Bachelor's or higher degree from a regionally-accredited, four year college of university;

b. Has sufficient management and executive leadership experience in a public or private organization as determined by the Commissioner to allow the candidate to successfully administer the state district[;]. In proposing a candidate for certification to the Commissioner under these rules, the school district must document how the candidate's experience is comparable to, and/or relevant to success in, the following areas: District Planning and Policy Formulation; Board of Education Operations and Relations; Management of District Operations; School Facilities; Labor Relations and Collective Bargaining; Government and Community Relations; School Law; Curriculum and Instruction; Student Services; and Staff Evaluation. The Commissioner will base his or her judgment of the candidate's relevant experience upon this documentation; and

c. Passes a criminal history review prior to issuance of the CE.

9. The State Board of Examiners shall issue a Provisional Certificate to the candidate meeting the above criteria upon hiring as chief school administrator pursuant to N.J.S.A. 18A:17-15.

10. The State Board of Examiners shall issue a Standard certificate to the candidate if the candidate:

- d. [Upon hiring, has selected and met regularly with a Department-approved mentor and has been recommended for the standard certificate by the Department-approved mentor] Has successfully completed a residency per N.J.A.C. 6A:9-12.4(e) through (i);
- e. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department; and
- f. Has passed the Department-approved test for school administrators.

6. The Department will develop an evaluation for the pilot program, conduct the evaluation, and present the evaluation report to the State Board. In doing so, the Department may make use of outside evaluation specialists. In its conclusions, the Department will recommend whether to continue and if so whether to amend the pilot program as a permanent alternate route to certification.