February 18, 2016

Requirements for the Assistant Superintendent Certificate (015)

You will be eligible for a conditional certificate as Assistant Superintendent in Maine upon completion of:
(1) Section A.
(2) At least five areas in Section C. Part I including 1. and 2. OR Section C. Part II.

You will be issued a five-year professional certificate once you complete Section A, Section B, and Section C Part I or Part II.

NOTE: The number in ( ) indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. One year of satisfactory administrative experience
4. Master's degree from an accredited institution
5. Criminal history record check approval – based on fingerprints
SECTION B:
1. Federal and Maine civil rights and education laws (3)
2. Special education law (3)
SECTION C: Part I
1. School finance and budget
2. Supervision and evaluation of personnel
3. Organizational theory and planning
4. Community relations
5. Educational leadership
6. Instruction leadership
7. Curriculum development
8. Cultural differences
9. Ethical decision making
SECTION C: Part II
School Superintendent Assessment: Test 6021 Score 160
SECTION D:
Teaching exceptional students in the regular classroom (3) ***

If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.

Fingerprint schedule on web site www.identogo.com

Register at www.ets.org/praxis/me/requirements.

***These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is $300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.