

## Administrative Endorsements

### Fact Sheet #100

The following endorsements are classified as administrative:

**Reading and Language Arts Consultant  
School Business Administration  
Department Chairperson  
Intermediate Administration or Supervision  
Superintendent of Schools**

This fact sheet will provide you with specific requirements unique to each administrative endorsement. Please be aware that applicants requesting endorsements to serve as a reading and language arts consultant, intermediate administrator or supervisor, or as a superintendent of schools must complete a planned program of preparation at a regionally accredited college or university leading to a recommendation for certification. The college will outline the specific courses required for certification. Administrative endorsements may not be obtained through cross endorsement.

WITH THE EXCEPTION OF SCHOOL BUSINESS ADMINISTRATORS,  
ALL APPLICANTS WHO DO NOT HOLD A VALID CONNECTICUT EDUCATOR  
CERTIFICATE MUST MEET THE FOLLOWING REQUIREMENTS:

PRAXIS I Pre-Professional Skills Tests (PPST): paper-based

or

PRAXIS I Pre-Professional Skills Tests (PPST): computerized

and

A course of study in special education comprised of not fewer than 36 clock hours, which shall include study in understanding the growth and development of exceptional children, including handicapped and gifted and talented children and children who may require special education, and methods for identifying, planning for and working effectively with special-needs children in the regular classroom.

Except that on or after July 1, 1996, an applicant who holds a valid Connecticut educator certificate must meet the special education course requirement to obtain certification in the following areas: Reading and Language Arts Consultant, Intermediate Administrator or Supervisor, and Superintendent of Schools.

### **Reading and Language Arts Consultant**

- \* Master's degree;
- \* 30 school months of successful teaching experience;
- \* Undergraduate or graduate course work in each of the following areas:
  - Curriculum
  - Psychology, including human growth and development, understanding human behavior, personality, mental hygiene
  - Children's or adolescent literature
- \* Holds or is eligible for a remedial reading and remedial language arts endorsement;
- \* 12 semester hours of graduate credit in a planned program for special service in reading and language arts, including course work in each of the following areas:
  - Advanced Reading and Language Arts Diagnosis
  - Organization, Administration and Supervision of Reading and Language Arts Programs
  - Practicum in Consulting, including applied research, of at least six semester hours' credit in total.
- \* ten school months as a remedial reading and remedial language arts teacher.

### **School Business Administrator**

- \* Hold a bachelor's or master's degree from an approved institution with a major in business administration or public administration, and completed course work in law, accounting, finance, management, personnel and informational systems; OR
- \* Holds a bachelor's degree from an approved institution OR a master's degree or sixth year degree in education administration, having completed 12 semester hours of credit in school law, school finance, school plant planning and operation, school business administration, budgeting and resource management, personnel, collective bargaining, systems analysis and operation; OR
- \* In addition to holding a bachelor's degree, three years of experience in public or private business administration, educational administration, or public administration, which involves at least six of the responsibilities listed in the school business administrator regulations.

### **Department Chairperson**

- \* Holds a Connecticut certificate appropriate to the Department chairperson endorsement requested;
- \* Master's degree or 30 semester hours of credit beyond the bachelor's degree;
- \* 18 graduate semester hours of credit, including six semester hours of credit in each of the following: instructional supervision and administration, curriculum development, the area for which the endorsement is sought;
- \* 30 school months of successful teaching, special service or administrative experience appropriate to the Department Chairperson endorsement requested.

### **Intermediate Administration or Supervision**

- \* Master's degree from an approved institution;
- \* 18 graduate semester hours credit beyond the master's degree;
- \* 50 school months of successful teaching experience or service. A one-year internship in school administration and supervision may count toward fulfillment of ten months of this requirement.
- \* Graduate course work in each of the following areas: psychological and pedagogical foundations of learning, curriculum development and program monitoring, school administration, personnel evaluation and supervision, and contemporary education problems and solutions.

### **Superintendent of Schools**

- \* Master's degree;
- \* 30 graduate hours of credit beyond the master's degree;
- \* 80 school months of successful teaching experience or service, including 30 school months of full-time administrative or supervisory experience. A one-year internship in school administration may count toward fulfillment of ten months of this requirement.
- \* Graduate course work in each of the following areas: psychological and pedagogical foundations of learning, curriculum development and program monitoring, school administration, personnel evaluation and supervision, and contemporary educational problems and solutions.