



Ohio Administrative Code

Rule 3301-24-12 Alternative superintendent license and alternative administrative specialist license.

Effective: January 1, 2016

(A) A two-year alternative superintendent or administrative specialist license is valid for serving as a superintendent or administrative specialist. This license shall be renewable one time. This license shall be issued at the request of the board of education of a city, educational service center, local, exempted village, joint-vocational school district, or the governing authority of a chartered nonpublic school, to an individual who is deemed to be of good moral character and who evidences the following:

- (1) A master's degree from an accredited university for the alternative superintendent license; a bachelor's or master's degree from an accredited university for the administrative specialist;
- (2) A position as a superintendent or administrative specialist, and a board resolution of appointment to that position;
- (3) A graduate grade point average of at least 3.0 for the alternative superintendent license or a graduate or undergraduate grade point average of at least 3.0 for the alternative administrative specialist license; and
- (4) Five or more years of documented successful experience in teaching, administration, education, or management.

(B) The employing school district shall provide a mentoring program for alternatively licensed superintendents or administrative specialists that includes the following:

- (1) Assignment of a mentor;
- (2) Completion of a competency based self-assessment developed by the Ohio department of education, which is available through the department's website at education.ohio.gov (keyword search school leadership self inventory);



(3) Development of a personal learning plan; and

(4) Participation in a structured mentoring program consisting of seventy clock hours during the initial two-year license for individuals holding either a master's degree or bachelor's degree. An additional fifty hours is required during the second two-year license for individuals holding a bachelor's degree.

(C) For non-educators issued an alternative superintendent license or an alternative administrative specialist license, the employing school district shall require the administrator to develop a plan that outlines observation of classroom instruction across grade levels and subject areas within the school district.

(D) Eligibility for a professional license. A professional license will be issued to the holder of a two-year alternative superintendent or administrative specialist license upon the successful completion of the following:

(1) Four years of successful experience under the alternative superintendent or administrative specialist license;

(2) For individuals not holding a master's degree, completion of a minimum of fifteen semester hours from an accredited university leading toward a master's degree in an area of study appropriate to the position held during their initial two-year license, and completion of a master's degree during their second two-year license;

(3) For individuals holding a master's degree, completion of nine semester hours from an accredited university or one-hundred and thirty-five clock hours of professional development based on their personal learning plan during their initial two-year license, and completion of an additional six semester hours or ninety clock hours of professional development based on their personal learning plan during their second two-year license;

(4) Participation in a structured mentoring program provided by the school district as outlined in paragraph (B) of this rule; and



(5) Successful completion of the state board of education examination required for administrators. More information is available through the department's website at education.ohio.gov (keyword search alternative superintendent license exam or alternative administrative specialist exam).