



Ohio Administrative Code

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

Effective: September 9, 2021

(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 or community 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 for the alternative superintendent license or administrative specialist working in a central office or supervisory capacity for the alternative administrative specialist license, and a board resolution of appointment to that position;

(3) A cumulative graduate grade point average of at least 3.0 out of 4.0 for the alternative superintendent license and either a cumulative undergraduate grade point average of at least 3.0 out of 4.0 or a cumulative graduate grade point average of at least 3.0 out of 4.0 for individuals holding a master's degree 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 who holds a standard administrator license and who has served in the capacity of an administrator under the license;



(2) Completion of a competency based self-assessment approved by the Ohio department of education ;

(3) Development of a personal learning plan approved by the mentor; and

(4) Participation in a structured mentoring program aligned to the personal learning plan and 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 an individual who does not have two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate who is 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 three semester hour course in school law, a three semester hour course in school finance and a minimum of nine additional semester hours from an accredited university leading toward a master's degree in education administration held during their initial two-year license, and completion of a master's degree in education administration during their second two-year license;

(3) For individuals holding a master's degree, completion of a three semester hour course in school law, a three semester hour course in school finance as well as three additional semester hours from an accredited university or forty-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 from an accredited university 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 pursuant to rule 3301-26-01 of the Ohio Administrative Code.