



Regulation of the Chancellor

Number: **C-230**

Subject: **SCHOOL SUPERVISOR AND ADMINISTRATOR LICENSE REQUIREMENTS**

Category: **PEDAGOGICAL PERSONNEL**

Issued: **September 26, 2002**

SUMMARY OF CHANGES

This regulation supersedes and replaces C-230 dated 11/18/92.

It incorporates and replaces C-231 dated 5/15/91.

This regulation sets forth the license requirements for school supervisors and administrators regardless of license, and lists all the license titles authorized by the Board of Education.

New Provisions:

- The regulation incorporates the license requirements for administrators and supervisors in regular and adult education.

Eliminated Provisions:

- License titles eliminated by the Board of Education have been deleted from the regulation.



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1. APPLICABILITY OF REGULATION

Section A of this regulation prescribes license requirements for school supervisors and administrators regardless of license title.

- A. Commissioner's Regulation 80.4 defines a school administrator and supervisor as one serving more than 25 percent or ten periods a week of his or her assignment in an administrative and/or supervisory position.
- B. This regulation does not apply directly to those exercising district-wide responsibility such as Community Superintendents, Deputy Superintendents or Staff Superintendents.

2. SATISFACTION OF REQUIREMENTS

A. For Conditional Licensure:

Applicants for the license titles listed herein must present satisfactory evidence of possession of a Provisional or Permanent Certificate as School Administrator and Supervisor (SAS) in accordance with Chancellor's Regulation C-205. A Certificate for School District Administrator (SDA) may be substituted for any certification for School Administrator and Supervisor and shall be credited toward satisfying the requirements for full licensure.

1. for licenses as Assistant Principal (Supervision) in Day High Schools
Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area for which they are applying:
A valid New York City license or a valid New York State certificate
2. for licenses as Assistant Principal in the field of Special Education and in the field of the Deaf and Hard of Hearing

Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the specialized field for which they are applying:

A valid New York City license or a valid New York State certificate.

3. for licenses as Assistant Principal – Teacher Trainer

Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area for which they are applying:

A valid New York City license or a New York State certificate valid for the subject shown after each teacher trainer title.

4. for licenses as Directors, Assistant Directors or as Supervisors of

Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area or the particular field for which they are applying:

A valid New York City license or a valid New York State certificate.

NOTE: In certain subject areas or particular fields, neither a relevant New York City license nor a relevant New York State certificate exists. In such cases, applicants are not required to present any evidence beyond the required State certificate as SAS or SDA.

5. for license as District Supervising Attendance Officer, Division Supervising Attendance Officer or Chief Attendance Officer

Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following:

A valid New York City license as attendance teacher or a valid New York State certificate as school attendance teacher.

B. For Full Licensure:

Unless a New York State Certificate as School District Administrator or a Permanent State Certificate as School Administrator and Supervisor was submitted previously, applicants must submit the corresponding Permanent State Certificate no later than the date by which their New York State Provisional Certificate for School Administrator and Supervisor expires.

Within two years of the date of appointment pursuant to an appropriate supervisory selection procedure, applicants must have completed:

1. 6 semester hours of collegiate study of approaches to the teaching of special education children, including the characteristics and problems of these children and the ways of meeting their special needs. In lieu of 3 semester hours of the specified 6 semester hours in special education, an applicant may offer in-service course work in special education designated for this purpose by the Executive Director of the Division of Human Resources. Such in-service course work must be in addition to the preparation for State certification.
2. 2 semester hours of collegiate study in human relations courses specifically approved for this purpose by the Executive Director of Human Resources, or

two semester hours of in-service course work in human relations specifically approved for this purpose by the Executive Director of Human Resources. Such in-service course work must be in addition to the preparation for State certification.

C. Chancellor's Requirement:

In the case of any license title for which there is no comparable New York State title requiring possession of either the School Administrator and Supervisor or School District Administrator Certificate, the license title listing will bear the notation "Chancellor's Requirement" and applicants must comply with the requirements of the above subdivisions.

D. Mandatory Selection Criteria for Licenses Listed Below:

In cases where there are legal requirements other than, or in addition to, the State Certificate for School Administrator and Supervisor and/or School District Administrator, the phrase "Mandatory Selection Criteria" is inserted as appropriate. For example, those holding the license titles of Principal must have two years of supervisory service. Mandatory Selection Criteria are not in themselves bars to licensure provided the applicant satisfies the criteria before selection and appointment.

E. Non-Mandatory Selection Criteria for Licenses Listed Below:

Where appropriate, the phrase "Non-Mandatory Selection Criteria" is inserted where contractual or other agreements provide that such factors are to be taken into consideration.

3. LICENSE TITLES AUTHORIZED

The establishment of the license titles which follow was approved by resolutions of the Board of Education adopted or confirmed on the date shown after each title. Dates of confirmation are indicated by an asterisk (*).

Title of License	and	Date Authorized:
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Assistant Principal

Assistant Principal Elementary, Intermediate and Junior High Schools		07/21/1971
Assistant Principal School for the Deaf	01/05/1977*	
Assistant Principal Special Education (Administration and Supervision)		04/07/1982 & 03/20/1985
Assistant Principal Special Education Schools	4/25/1984	
Assistant Principal Day High Schools (Administration)	01/05/1977*	

Assistant Principal, Day High Schools (Supervision)

Academic Subjects (English and Social Studies) 11/25/1942

Academic Subjects (Mathematics and Science) 03/19/1947

Accounting and Business Practice 01/05/1977*

Agriculture 01/05/1977*

Automotive Trades 01/05/1977*

Aviation Trades 01/05/1977*

Biology and General Science 01/05/1977*

Building Trades 01/05/1977*

Commercial Photography 01/05/1977*

Cosmetology 01/05/1977*

Distributive Education 01/05/1977*

Electrical Trades 01/05/1977*

Electronic Occupations 12/12/1984

English 01/05/1977*

Fine Arts 01/05/1977*

Food Trades 01/05/1977*

Foreign Languages 01/05/1977*

Health and Physical Education 01/05/1977*

Home Economics 01/05/1977*

Maritime Trades 01/05/1977*

Mathematics 01/05/1977*

Metal Trades 01/05/1977*

Music 01/05/1977*

Needle Trades 01/05/1977*

Nursing 01/05/1977*

Performing Arts (Dance) 12/05/1990
 Performing Arts (Drama) 12/05/1990
 Physical Sciences and General Science 01/05/1977*
 Printing Trades 01/05/1977*
 Related Technical Subjects 01/05/1977*
 Social Studies 01/05/1977*
 Speech 01/05/1977*
 Stenography and Typewriting 01/05/1977*
 Teacher Trainer - Language Arts and Social Studies
 (English: 7-12 and/or Social Studies: 7-12) 01/05/1977*
 Teacher Trainer - Science and Mathematics
 (Science: 7-12 and/or Mathematics: 7-12) 01/05/1977*
 Teacher Trainer - Art and Music (Art: N-12 and/or Music: N-12) 01/05/1977*
 Technology Education 06/21/1989
 Vocational Art 01/05/1977*

Supervisor ("Supervisor of...")

Supervisor of Art 01/05/1977*
 Supervisor of Audio Visual Instruction 01/05/1977*
 Supervisor of Bilingual Education 06/21/1978
 Supervisor of Bilingual Teachers in School and Community Relations 01/05/1977*
 Supervisor of Continuing Education 01/05/1977*
 Supervisor of Early Childhood Education 01/05/1977*
 Supervisor of Education of Visually Handicapped 01/05/1977*
 Supervisor of Guidance (Educational and Vocational) 01/05/1977*
 Supervisor of Health and Physical Education 01/05/1977*
 Supervisor of Home Economics 01/05/1977*

Supervisor of Motion Picture Production 01/05/1977*

Supervisor of Music 01/05/1977*

Supervisor of Programs for the Deaf and Hard of Hearing 11/18/1992

Supervisor of Program Production (Instructional Radio) 01/05/1977*

Supervisor of Program Production (Instructional Television) 01/05/1977*

Supervisor of School Library Service 01/05/1977*

Mandatory Selection Criteria: 3 years of fully licensed school library service or 3 years of service under Permanent State Certificate "School Media (Library)"

Supervisor of School Psychologists 01/05/1977*

Supervisor of School Social Workers 01/05/1977*

Supervisor of Special Education Programs 05/07/1980

Supervisor of Speech Improvement 01/05/1977*

Supervisor of Technology Education (Changed from Supervisor of Industrial Arts) 06/21/1989

Assistant Director

Assistant Director of Attendance 01/05/1977*

Assistant Director of Audio Visual Instruction 01/05/1977*

Assistant Director of Auxiliary Services for High Schools 04/20/1977

Assistant Director of Broadcasting (Programming and Production) 01/05/1977*

Assistant Director of Broadcasting (Technical Operations) 01/05/1977*

Assistant Director of Business Education 01/05/1977*

Assistant Director of Center for Reading 01/05/1977*

Assistant Director of Community Education 01/05/1977*

Assistant Director of English for Pupils Learning English as a Second Language 01/05/1977*

Assistant Director of Foreign Languages 01/05/1977*

Assistant Director of Health and Physical Education 01/05/1977*

Assistant Director of Related Technical Subjects in Vocational High Schools 01/05/1977*

Assistant Director of School Library Service 01/05/1977*

Mandatory Selection Criteria: 3 years of fully licensed school library service or 3 years of service under Permanent State Certificate "School Media (Library)"

Assistant Director of Special Classes-Bureau for Visually Handicapped Children 01/05/1977*

Assistant Director of Special Education Programs 05/07/1980

Assistant Director of Speech Improvement 01/05/1977*

Assistant Director of Technology Education 06/21/1989

Assistant Director of Trade Subjects 01/05/1977*

Specialized Titles

Administrator of a Bureau of Child Guidance Center 01/05/1977*

Assistant Administrative Director 01/05/1977*

Chief Attendance Officer 01/05/1977*

Chief School Psychiatric Social Worker 01/05/1977*

Non-Mandatory Selection Criteria: 3 years of related non-supervisory experience

Chief School Psychologist 01/05/1977*

Non-Mandatory Selection Criteria: 3 years of related non-supervisory experience

District Supervising Attendance Officer 01/05/1977*

Division Supervising Attendance Officer 01/05/1977*

Divisional Administrative Assistant – Academic High Schools 01/05/1977*

Principal

Mandatory Selection Criteria: 2 years of supervisory experience.

Elementary Schools 01/05/1977*

Junior High Schools 01/05/1977*

Day High Schools 01/05/1977*

School for the Deaf 01/05/1977*

Special Education Schools 05/07/1980
 Occupational Training Center - School for Mentally
 Retarded Young Adults (Ages 17 - 21) 01/05/1977*
 Youth and Adult Center 01/05/1977*
 Independent Alternative High Schools 01/05/1977*

Director

Attendance 01/05/1977*
 Auxiliary Services for High Schools 04/20/1977
 Business Education 01/05/1977*
 Cooperative Education 01/05/1977*
 Educational Staff Recruitment 12/21/1966
 Elementary School Reading Clinics 01/05/1977*
 Foreign Languages 01/05/1977*
 Guidance (Educational and Vocational) 01/05/1977*
 Health and Physical Education 01/05/1977*
 Health Careers 04/16/1986
 Home Economics 01/05/1977*
 Center for Reading 01/05/1977*
 School Library Service 01/05/1977*

Mandatory Selection Criteria: 3 years of fully licensed school library service or under
 Permanent State Certificate "School Media (Library)"

School Plant Planning (Educational Facilities) 01/05/1977*
 Special Events and Projects 01/05/1977*
 Speech Improvement 01/05/1977*
 Technology Education 06/21/1989
 Trade and Technical Subjects 01/05/1977*

Zoning 01/05/1977*

Director of Bureau

Bureau of Child Guidance 01/05/1977*
Bureau of Curriculum Research 01/05/1977*
Bureau of Educational Research 01/05/1977*

Director of Special Classes Bureau

Bureau for Hearing Handicapped Children 01/05/1977*
Bureau for Mentally Retarded Children 01/05/1977*
Bureau for Physically Handicapped Children
(Other than Visually or Acoustically Handicapped) 01/05/1977*
Bureau for Socially Maladjusted Children 01/05/1977*
Bureau for Visually Handicapped Children 01/05/1977*

Director of Division

Division of High Schools 01/05/1977*
Division of Special Education and Pupil Personnel Services 01/05/1977*

Adult Education

Coordinator in Adult Programs 10/01/1984
Assistant Coordinator in Adult Programs 10/01/1984

4. INQUIRIES

Inquiries concerning this regulation should be directed to:

Division of Human Resources
NYC Department of Education

Chief Administrator

65 Court Street - Room 401

Brooklyn, NY 11201

Telephone: 718-935-5868

Notes and Changes:

Selection Criteria

Selection for appointment is to be made in accordance with the procedures established by the Chancellor. Candidates for appointment may be required to satisfy additional specific selection criteria as the appointing authority deems appropriate.

"Mandatory Selection Criteria" for school library titles is included pursuant to Sections 252 and 283 of the New York State Education Law and Commissioner's Regulations 90.19 and 91.2 which, among other things, limit supervisory service in school library systems to fully State-certified school library media specialists. "Mandatory Selection Criteria" for principal titles is included pursuant to Chancellor's Regulation C-30.