

required 18 semester credits in education at the rate of 4 semester credits for each year of social work experience.

(10) **SCHOOL ADMINISTRATORS.** This subsection is in effect until July 1, 1980. A school administrator is a person such as a principal, assistant principal, or administrator or assistant administrator of any school or school district. All administrators under this section must hold the proper license as administrators. Until July 1, 1980, a 3-year license may be issued to an applicant who meets the minimum requirements and holds a valid teacher's license. If there are minor temporary deficiencies, a one-year administrative license may be issued, which will [be] renewable if at least one of the course deficiencies is removed annually. A life license may be issued to an applicant who has completed at least 3 years of successful experience as an administrator in Wisconsin schools while fully licensed and who has also completed at least 2 courses for at least 2 semester credits each at the post-master's degree level in subjects related to school administration, supervision, or curriculum. The life license becomes invalid if the holder is not employed as an administrator for 5 or more consecutive years in Wisconsin schools.

(a) **05 District Administrator.** Until July 1, 1980, a 3-year license may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at either the elementary or secondary level or completion of an approved elementary or secondary level teacher education program

2. Three years of successful elementary or secondary school teaching experience

3. A master's degree in any field

4. Graduate courses in:

a. School administration (general)

b. School business administration

c. Supervision (general)

5. Graduate courses in a minimum of 3 of the following:

a. Curriculum (general)

b. Educational measurement

c. Guidance

d. Problems, issues and trends in education

e. Psychology

f. School finance

g. School law

6. Graduate courses in secondary supervision and curriculum, if licensed to teach at the elementary level

7. Graduate courses in elementary supervision and curriculum, if licensed to teach at the secondary level

8. Graduate curriculum and supervision courses in covering both elementary and secondary levels will satisfy 6 or 7, or both.

(b) 06 Assistant District Administrator. Until July 1, 1980, an assistant district administrator must meet the same requirements as the district administrator within 2 years after officially being named to such position by a board of education.

(c) 25 High School Principal. Until July 1, 1980, a 3-year license to serve as high school principal may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at the secondary level or completion of an approved secondary level teacher education program.

2. Three years of successful secondary school teaching

3. A master's degree in any field

4. Graduate courses in:

a. School administration

b. Secondary school supervision

5. Graduate courses in a minimum of 3 of the following:

a. Adolescent psychology

b. Educational measurement

c. Guidance

d. Problems, issues and trends in education

e. School finance

f. School law

g. Secondary school curriculum

(d) 26 Assistant High School Principal. Until July 1, 1980, an assistant high school principal must meet the same requirements as the high school principal within 2 years after officially being named to such position by a board of education.

(e) 30 Junior High School Principal. Until July 1, 1980, a 3-year license to serve as junior high school principal may be issued to the applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach in the upper elementary level or secondary level or completion of an approved upper elementary level or secondary level teacher education program

2. Three years of successful elementary or secondary school teaching

3. A master's degree in any field

4. Graduate courses in:

a. School administration

b. Elementary or secondary school supervision

5. Graduate courses in a minimum of 3 of the following:

- a. Adolescent psychology
- b. Curriculum
- c. Educational measurement
- d. Guidance
- e. Problems, issues and trends in elementary or secondary education

(f) 31 Assistant Junior High School Principal. Until July 1, 1980, an assistant junior high school principal must meet the same requirements as the junior high school principal within 2 years after officially being named to such position by a board of education.

(g) 35 Elementary School Principal. Until July 1, 1980, a principal of any elementary school housing or employing 6 or more teachers must hold an elementary principal license. Until June 30, 1980, the 3-year license may be issued to the applicant who has completed or possesses:

1. Eligibility to hold a Wisconsin license to teach at the elementary level or completion of an approved elementary level teacher education program
2. Three years of successful elementary school teaching experience, one of which may have been as principal
3. A master's degree in any field
4. A minimum of 16 semester credits of graduate courses from the following:
  - a. School administration - required
  - b. Elementary school supervision - required
  - c. Child psychology
  - d. Educational measurement
  - e. Elementary school curriculum
  - f. Guidance
  - g. Problems, issues and trends in elementary education

(h) 36 Assistant Elementary School Principal. Until July 1, 1980, an assistant elementary school principal must meet the same requirements as the elementary school principal within 2 years after officially being named to such position by a board of education.

(i) 40 Elementary School Principal (6-10 teachers). Until July 1, 1980, a 3-year license to serve as elementary school principal in a school employing 6-10 teachers may be issued to an applicant who has completed or possesses:

1. Eligibility for a Wisconsin license to teach at the elementary level
2. Two years of successful elementary school teaching experience
3. A bachelor's degree

## 4. A graduate course in general school administration

(11) SCHOOL ADMINISTRATORS. Effective July 1, 1980, the following licenses currently issued will be replaced by pars. (b), (c), and (d): 05, 06, 25, 26, 30, 31, 35, 36, and 40. An administrator under this rule is a person employed by a public school board of education or a private school as a principal, assistant principal, district administrator, or assistant district administrator. All public school administrators included under sub. (11) must hold the appropriate administrative license. The initial administrator's license shall be issued for a 5-year period. If there is a minor deficiency, a one-year license may be issued. This license may be renewed for one additional year if evidence is provided to the state superintendent that satisfactory effort has been made to remove the deficiency. During the first renewable 5-year license period as well as for each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent. Requirements contained in this subsection take effect July 1, 1980. Persons holding a life license at that time are not affected by this rule. Persons holding an administrator's license expiring after July 1, 1980, and thereafter must meet the rules for renewal in effect on July 1, 1980.

(a) General Requirements: The initial district administrator license issued under sub. (11) requires completion of an Approved Specialist Degree's Program or the equivalent. The initial license issued under sub. (11) for all other administrators requires completion of sub. (1) (a), (b), and (c) and an Approved Master's Degree Program in school administration or an equivalent Approved Program. Approved Programs shall include a practicum and shall be competency-based; competencies that candidates shall possess before program completion and before institutional recommendation for a license shall include but not be limited to the following:

1. Knowledge of the social context in which the school operates, including the organizational, political, and legal relationship between and among the school, the local community, and state and national agencies.
2. Ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs.
3. Vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth.
4. Ability to motivate people to work together.
5. Knowledge and skill in utilizing both human and material resources, and in evaluating and improving one's own performance and that of staff.
6. Skill in utilizing effectively techniques of decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change.

(b) (04) District Administrator. This license permits the holder to serve as a district administrator or as an assistant district administrator as well as to serve in all positions included under pars. (c) and (d).

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license as an elementary or secondary school administrator

b. Successful completion of an Approved Specialist's Degree Program for the preparation of district administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(c) (34) Elementary School Administrator. This license permits the holder to serve as a principal or an assistant principal in an elementary school, a middle school, or a junior high school.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the elementary schools or completion of an approved elementary level teacher education program

b. Three years of successful classroom teaching experience at the elementary school, middle school, or junior high school level

c. A master's degree

d. Successful completion of an Approved Master's Degree Program for the preparation of elementary school administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent

(d) 24 Secondary School Administrator. This license permits the holder to serve as a principal or an assistant principal in a middle school, a junior high school, or a senior high school.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the secondary schools or completion of an approved secondary teacher education program.

b. Three years of successful classroom teaching experience at the middle school, junior high school or the senior high school level

c. A master's degree

d. Successful completion of an Approved Master's Degree Program for the preparation of secondary school administrators or its equivalent and

the endorsement by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(e) Persons who are eligible for pre-1980 certification in any administrative area may be issued that license through June 30, 1980.

(f) Individuals holding unlimited, 3-year, or 5-year administrative licenses based upon pre-1980 administrator license requirements are eligible to serve in the following administrative positions:

1. 05 District administrator - may serve as a district administrator or assistant district administrator

2. 06 Assistant district administrator - may serve as assistant district administrator

3. 25 High school principal - may serve as a high school principal or assistant high school principal

4. 26 Assistant high school principal - may serve as an assistant high school principal

5. 30 Junior high school principal - may serve as a junior high school principal, middle school principal, assistant junior high school principal, or assistant middle school principal

6. 31 Assistant junior high school principal - may serve as assistant junior high school principal or assistant middle school principal

7. 35 Elementary school principal - may serve as elementary school principal, middle school principal, assistant elementary school principal, or assistant middle school principal

8. 36 Assistant elementary school principal - may serve as assistant elementary school principal or assistant middle school principal

9. 40 Elementary school principal - may serve as elementary school principal or assistant elementary school principal in elementary schools with 6-10 teachers

(12) 08 SCHOOL BUSINESS MANAGER. This classification applies to a person who is designated to have general responsibility for the administration of the business affairs of the district. Effective July 1, 1972, the school business manager in any district having an average daily membership exceeding 1,500 must hold a valid license for this position issued by the department.

(a) A regular license to serve as school business manager may be issued to an applicant who meets any one of the following requirements: 1, 2, or 3:

1. A Wisconsin superintendent's license with 3 years of experience as a chief school district administrator in a district employing at least 16 teachers, not including administrators

2. A master's degree from an accredited college or university and completion of:

a. A minimum of 9 graduate semester credits in the area of school business administration, including courses such as:

- 1) Personnel management
- 2) Purchasing and supply management
- 3) School business management
- 4) School financial accounting
- 5) School plant planning

b. A minimum of 9 graduate or undergraduate semester credits in business administration, including courses such as:

- 1) Accounting
- 2) Data processing
- 3) Insurance
- 4) Investments
- 5) Public finance
- 6) Public relations

c. A minimum of 9 graduate or undergraduate semester credits in educational foundations areas

d. Credit for equivalent courses may be approved by the state superintendent

3. A school business manager who has been officially designated as chief business manager and has served for 5 years in Wisconsin school in this capacity as of July 1, 1972, may apply for and receive a life license. Also, a person who is licensed under standards in force during the 1971-72 school year may apply for and receive the life license.

(b) Until July 1, 1983, a life license may be issued to an applicant who has completed all requirements and has completed 3 years of successful experience as a school business manager while fully certified, as verified by the employing official.

(13) 90 ADMINISTRATIVE ASSISTANT. This classification shall apply to central office professional positions not described elsewhere in the Wisconsin Administrative Code and which do not normally involve curriculum development, staff development, supervision of the teaching staff, or direct contact with pupils

(a) A regular license may be issued to an applicant who has completed or possesses:

1. A minimum of a bachelor's degree with a major appropriate for the professional responsibilities for which employed

2. A written request for the license including a job description from the employing school administrator

(b) No life license is issued for the administrative assistant.

(14) 10, 15, 20 SUPERVISOR, COORDINATOR, OR DIRECTOR. A supervisor, coordinator, or director is a person employed by a board of education, a county handicapped children's education board, or a cooperative educational service agency as a general supervisor, special education supervisor or director, director of instruction, curriculum coordinator, local vocational education coordinator, or school librarian supervisor. All general supervisors, coordinators, and directors of instruction shall hold supervisor's licenses.

(a) 10 Supervisor K-12, 15 Supervisor K-8, 20 Supervisor 7-12. A regular license to serve as a supervisor, curriculum coordinator or director of instruction may be issued to an applicant who has completed or possesses:

1. Eligibility to hold a license to teach at the level of supervision or completion of an approved teacher education program at the level of supervision

2. A minimum of 3 years of teaching experience at the level of supervision

3. A master's degree in any field

4. Graduate courses in:

a. Child or adolescent psychology, or both

b. Curriculum (general)

c. Educational tests and measurements

d. Guidance

e. Supervision (general)

5. An applicant seeking a license at both elementary and secondary levels must complete elementary curriculum and supervision if licensed to teach at the secondary level and secondary curriculum and supervision if licensed to teach at the elementary level

(b) Until July 1, 1983, a life license may be issued to an applicant who has completed or possesses:

1. A minimum of 3 years of successful experience as a supervisor, curriculum coordinator or director of instruction in Wisconsin while holding a supervisor's license as verified by the employing school official

2. A minimum of 2 graduate level post-master's degree courses for at least 2 semester credits each

(c) 82 Special Education Supervisor - Level B. A regular license to serve as a level B special education supervisor, coordinator or director may be issued to an applicant who has obtained a recommendation of competence from a preparation institution and has completed or possesses.

1. Eligibility for a license or completion of an Approved Program

2. A license or degree in at least one field of exceptionality



3. A master's degree in any field
  4. A minimum of 3 years of elementary or secondary teaching experience
  5. Graduate courses in:
    - a. Child or adolescent psychology, or both
    - b. Curriculum (general)
    - c. Educational tests and measurements
    - d. Introduction to guidance
    - e. Supervision (general)
  6. A core of a minimum of 6 graduate semester credits in:
    - a. Administration and supervision of special education programs, or
    - b. Field work or internship in the administration and supervision of special education programs, or
    - c. Seminar in the administration and supervision of special education programs
  7. The state superintendent may substitute equivalent credit after reviewing verification of the applicant's competence in this area.
  8. Until July 1, 1983, a life license to serve as a level B special education supervisor, coordinator or director may be issued to an applicant who has completed or possesses:
    - a. A minimum of 2 graduate level courses in special education for at least 2 semester credits each
    - b. Verification from an employing official of 3 years of successful experience as a special education supervisor, coordinator or director in Wisconsin schools while holding the level B license
- (d) 81 Special Education Supervisor - Level A. A regular license to serve as a level A special education supervisor may be issued to an applicant who has obtained a recommendation of competence from a preparation institution and has completed or possesses:
1. Eligibility to hold the level B license for supervisor, coordinator or director of special education
  2. A 6th year specialist's degree or its equivalent (One year of graduate work in special education beyond the master's degree or a minimum of 18 semester credits of post-master's level course work in the broad areas of exceptionality meets this requirement. At least 12 semester credits of this graduate work shall be in areas other than the original area of specialization in special education.)
  3. Until July 1, 1983, a life license to serve as a level A special education supervisor, coordinator or director may be issued to an applicant upon verification from an employing official of a minimum of 3 years of successful experience as a special education supervisor level A in Wisconsin schools while holding the level A license.

(e) A general or special education supervisor, curriculum coordinator, or other classed as a supervisor within the department whose regular duties extend into public schools to work with teachers, administrators or school boards may secure a license as a supervisor if qualified under pars. (a), (b), (c), or (d), or by serving successfully for 3 years as a supervisor within the department.

(f) Local Vocational Education Coordinator 1. A regular license to serve as local vocational education coordinator may be issued to an applicant who has completed or possesses:

a. A minimum of a bachelor's degree with a major in a vocational subject area

b. College-level course work in the following areas:

- 1) Curriculum planning and development (general)
- 2) Guidance with an emphasis on career development
- 3) Issues, principles or philosophy of vocational education
- 4) Organization and administration of cooperative vocational programs
- 5) School administration (general)
- 6) Supervision of instruction (general)

c. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. College field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience as follows: One clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Approval by the state superintendent is required.

d. Three years of successful secondary school teaching in a vocational subject area or 2 years of secondary school teaching in vocational subject areas and an additional 2 years in administration and guidance, or both

2. A 5-year license may be issued to an applicant upon completion of 3 years of successful employment as a local vocational education coordinator.

3. A 5-year license may be renewed upon completion of 5 semester credits of college course work or 475 clock hours of related occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. Field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: one clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Workshops must have prior approval of the state superintendent. These requirements are to be fulfilled within the immediate preceding 5-year period.

(g) 09-900 School Librarian Supervisor (This license is not required). A regular license to serve as school librarian supervisor may be issued to an applicant who has completed or possesses:

1. A master's degree in library science or related area
2. Five years of successful experience as a licensed school librarian
3. Graduate level course in:
  - a. Principles of school administration
  - b. Supervision (or personnel management)
  - c. School librarianship or information science

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80; cr. (7) (a) 13., 14. and 15., Register, July, 1982, No. 319, eff. 8-1-82; r. (9) (a) 9.b., renum. (9) (a) 9.c. to be (9) (a) 9.b., Register, August, 1982, No. 320, eff. 9-1-82; am. (5) (g), (7) (a) 8.c., (9) (a) 4.d., (12) (b), (14) (b), (c) 8. and (d) 3., Register, August, 1982, No. 320, eff. 7-1-83; am. (2) (intro.), (3) (intro.), (4) (intro.) and (g) 15.a., 18., 29., 31. and 32., (5) (a) and (f), (6) (a) (intro.) and 7., (7) (intro.) and (a) 1.a. and b., 2.a. and b., 3.a. and b., 7., 8., 10.a., 11.a., (8) (a) (intro.) and (b) 2.a., 5.a. and b., 7.a., 8., 11.b. and 12., (9) (a) 4.d., 9.a., 10., (12) (a) (intro.), (13) (a) (intro.), (14) (a) (intro.), (c) (intro.), (d) (intro.), (f) (intro.) 1., and (g) (intro.), r. (6) (a) 10. to 12., Register, April, 1983, No. 328, eff. 7-1-83.

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