



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: **C-230**

Subject: SCHOOL SUPERVISOR AND ADMINISTRATOR LICENSE REQUIREMENTS

Issued: 09/26/02

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 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.



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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.



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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 (*).



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Title of License

Assistant Principal

Date Authorized

| | |
|--|-------------------------|
| 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 | 04/25/1984 |
| 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* |



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| | |
|---|-------------|
| 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* |



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| | |
|--|-------------|
| 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* |



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| | |
|--|-------------|
| 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 Mandatory Selection Criteria: 3 years of fully licensed school library service or 3 years of service under Permanent State Certificate "School Media (Library)" | 01/05/1977* |
| 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 Non-Mandatory Selection Criteria: 3 years of related non-supervisory experience | 01/05/1977* |



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| | |
|--|-------------|
| 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* |



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| | |
|---|-------------|
| 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* |



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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

New York City Department of Education

Chief Administrator

65 Court Street, Room 401

Brooklyn, New York 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.