



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

December 22, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors and Authorizers

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Requirements for Administrator Certification

MCL 380.1246 mandates that a school district, public school academy (PSA) or intermediate school district (ISD) shall not continue to employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs unless the person meets one or more of the following requirements:

- (a) If employed as a school administrator before January 4, 2010, and the person has completed the continuing education requirements, he or she is not required to hold administrator certification.
- (b) If employed as a school administrator after January 4, 2010, the person must hold a valid school administrator certificate or be enrolled in a program leading to certification as a school administrator not later than six months after he or she begins the employment. The person then has three years to complete certification requirements or the school district, PSA, or ISD shall not continue to employ the person as a school administrator.

There has been some confusion regarding option (a) above, which is commonly referred to as the "grandparenting" clause. MCL 380.1246 allows administrators who were employed as administrators before January 4, 2010, to be assigned as an administrator in any capacity in any local school district, PSA or ISD statewide. Specifically, if the administrator is employed as an elementary principal, then he or she can be employed as an elementary or secondary principal or as a central office administrator in the same district, PSA, or ISD or any other district, PSA, or ISD without an administrator certificate. The employing school district, PSA, or ISD has the option of requiring school administrators who are covered by the

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“grandparenting” clause to hold a valid school administrator certificate or complete certification requirements as a condition of employment or continued employment. These administrators must also complete the continuing education requirements, as stipulated by section 1246(2).

Attached is a list of positions that require the administrator to hold a certificate or enroll in a certification program within six months of employment. If you have any questions regarding this requirement, please contact Mr. Rajah Smart at (517) 335-6615 or email smartr@mi.gov.

Attachment

cc: Michigan Education Alliance

Positions that Require an Administrator to Hold Certification

MCL 380.1246 mandates that any person whose primary responsibility is administering instructional programs to possess a valid Michigan school administrator's certificate and specifically identifies these positions:

1. Superintendent
2. Assistant Superintendent
3. Principal
4. Assistant Principal

MCL 380.1246 also identifies "other persons whose primary responsibility is administering instructional programs." The following positions may require administrator certification, depending on responsibilities*:

5. Early Education Services Director
6. Assistant Director of Early Education Services
7. Director of Technical and Education Center
8. Technology, Employment, and Community Services Director
(if technology includes instructional technology)
9. Supervisor of Adult Education and Training Services
10. Supervisors/Directors of Special Education
11. Supervisor of the Math and Science Center (Technical Center)
12. Great Start Readiness Program (if they are the program administrator.
Does not apply to GSRP classroom teachers)

*This list is not all inclusive. The local district, public school academy, or intermediate school district must determine whether the position includes administering instructional programs.