

Administrator Certificate Checklist

Michigan Compiled Law (MCL) [380.1246](#) and School Administrator Certification Code require school administrators to hold a valid Michigan [School Administrator Certificate](#) or, in accordance with School Administrator Code R 380.102, be placed under a valid Michigan [School Administrator Permit](#).

The following checklist will assist districts with understanding if a Michigan School Administrator Certificate or Michigan School Administrator Permit is required for a position.

Position Titles

If a position holds one of the titles below, the individual in the position must hold a valid Michigan School Administrator Certificate or be placed under a valid Michigan School Administrator Permit. Positions that require duties commonly associated with these titles, and are named differently (such as Director, School Head, Chief Academic Officer, etc.) must also meet certification/permit requirements.

- Superintendent
- Principal
- Assistant Principal

Administering Instructional Programs

Additionally, administrators whose primary responsibility is to administer instructional programming must hold a valid Michigan School Administrator Certificate or be placed under a valid Michigan School Administrator Permit.

The checklist below may be used to assist districts with determining if the position is one that is “administering instructional programs.”

- Decision making authority and responsibility for building, district or program area curriculum:
 - Content, delivery and instructional methods
 - Continuous improvement and equitable access for all learners
 - Learning outcomes for programs, departments or courses
- Decision making authority and responsibility for continuous improvement at the building, district or program level:

- Setting vision for improvement planning
 - Outlining a method for implementation or creation of improvement plans
 - Using data to set goals, strategies and pathways for improvements
 - Ensuring that improvement plans are implemented for success
 - Ensuring the design and/or delivery of the professional learning is aligned to improvement plans
- Decision making authority and responsibility for instructional oversight at the building, district or program level:
- Creating, recommending or modifying instructional practice or delivery of content
- Reporting:
- Demonstrating accountability for improvement, performance, curriculum or instructional delivery by providing documentation, data or presentations to governing body, or staff, in an official capacity
- Supervision or evaluation:
- Supervising those who are responsible for instruction
 - Providing direction to establishing work priorities or assignments directly aligned to instruction and student achievement
 - Evaluating for educator efficacy and general work performance

Districts can verify a certificate or permit on the [Michigan Educator Certification Status](#) webpage. Districts that complete this checklist and continue to have questions should contact the Office of Educator Excellence for additional support.