**New Hampshire Department of Education**

**Bureau of Credentialing**

**Demonstrated Competency: Transcript Analysis**

**Ed 506.03 District Administrator**

**Directions:** For each license standard below please identify the specific course (or courses) by which you believe it was met. Every standard must be met by formal college coursework reflected on an official transcript from an accredited institution. Please be certain that all relevant transcripts have been uploaded to your Educator Information System (EIS) file.

In the right-hand column of the table below indicate the following to inform the transcript analysis process:

* Institution – the college or university from which the course was taken. Standard initials are acceptable (e.g., UNH for University of New Hampshire).
* Course number and name – as it appears on the transcript. For example: *ED 6410 Dynamics Ed Reform/Sys Change*.

Upload this completed document to your EIS account as ***DCTA Courses to Standards CW*** document type. An evaluator will determine whether the course sufficiently addresses the respective standard. Depending on availability of information from the institution you MAY be required to submit additional documentation to support your application. It is the applicant’s responsibility to document compliance with all license requirements.

**Please Note:**

* In addition to this document the applicant must also submit the ***Ed 505.04*** ***Professional Education Requirements for Educational Administrators*** document if not previously a holder of a full professional education administrator license as defined in Ed 501.02. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Applicants whose previous full professional licensure was not for a teacher or instructional specialist endorsement for which New Hampshire requires having met the general pedagogy standards must additionally submit the ***Ed 505.03 Professional Education Requirements*** document. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Documentation of relevant licensure in a state other than New Hampshire might be required. Upload a copy of your license from another state to your EIS account as ***Out of State Educator Credential*** document type.
* If relevant employment experience was not in a New Hampshire school and already reflected in your EIS account please upload a signed employment verification letter from the employing school/district/SAU’s central office (as an ***Experience as an Educator*** document type) including:
* Dates of employment
* Part-time or full-time status by year
* Role or assignment (including grade span) by year
* If any of the above documentation is already in your file you do not need to upload it again.

Completed by the candidate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

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| **To be considered for licensure as a district administrator, an individual shall:**  |
| **(a)** | Have at least 3 years’ experience as a licensed principal; |
| **(b)** | Hold at least 30 graduate or post-baccalaureate level credits in educational administration or educational leadership or related field from an institution accredited by a regional accrediting body approved by the U.S. Department of Education |
| **License Standard** | **Institution/Course Number & Name** |
| **(c)** | Demonstrate the ability to provide the administrative services enumerated in RSA 194-C:4; (as listed below), |
| **I.** | An educational mission which indicates how the interests of pupils will be served under the administrative structure. |  |
| **II.** | Governance, organizational structure, and implementation of administrative services including, but not limited to: |
| **(a)** | In the area of financial management: |
| Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and |  |
| coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing; |  |
| **(b)** | In the area of human resources: |
| Recruitment, supervision, and evaluation of staff, |  |
| labor contract negotiation support and the processing of grievances, |  |
| arrangement for mediation, fact finding, or arbitration, and |  |
| management of all employee benefits and procedural requirements; |  |
| **(c)** | In the area of curriculum: |
| Development, review, and evaluation of curriculum; |  |
| Coordination of the implementation of various curricula; |  |
| Provisions of staff training and professional development; and |  |
| Development and recommendation of policies and practices necessary for compliance relating to curriculum and instruction; |  |
| **(d)** | In the area of school law and regulation, compliance with laws, regulations, and rules regarding: |
| special education, |  |
| Title IX, |  |
| the Americans with Disabilities Act, |  |
| home education, |  |
| minimum standards, |  |
| student records, |  |
| sexual harassment, and |  |
| other matters as may from time to time occur (homeless students, etc.); |  |
| **(e)** | Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used; |  |
| **(f)** | The on-going assessment of district needs relating to student population, program facilities and regulations; |  |
| **(g)** | Writing, receiving, disbursement, and the meeting of all federal, state, and local compliance requirements; |  |
| **(h)** | Oversight of: |
| The provision of insurance; |  |
| Appropriate hearings; |  |
| Litigation and court issues; and |  |
| **(i)** | School board operations and the relationship between the board and the district administration; |  |
| **(j)** | The daily administration and provision of educational services to students at the school facility including, but not limited to,  |
| Fiscal affairs; |  |
| Staff, student, and parent safety and building issues; and |  |
| Dealing with citizens at large; |  |
| **(k)** | Assignment, usage, and maintenance of administrative and school facilities; |  |
| **(l)** | Designation of number, grade or age levels and, as applicable, other information about students to be served; |  |
| **(m)** | Pupil governance and discipline, including age-appropriate due process procedures; |  |
| **(n)** | Administrative staffing; |  |
| **(o)** | Pupil transportation; |  |
| **(p)** | Annual budget, inclusive of all sources of funding; |  |
| **(q)** | School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1; and |  |
| **(r)** | Identification of consultants to be used for various services. |  |
| **(d)** | Apply for licensure following the application procedures outlined in Ed 505.08 through Ed 505.10. |