

6. Research;

7. Special populations, e.g., handicapped, aged, delinquent youth, poverty groups, etc.;

8. Systems analysis;

9. Various treatment modalities, e.g., behavior modification, transactional analysis, reality therapy, etc.

(c) A minimum of 18 semester credits of professional education or its equivalent is required. A minimum of at least 6 of these semester credits shall be in professional education. Graduate and undergraduate credits obtained in social work, psychology, or sociology which the university school of education will accept as equivalent to professional education credits, will be accepted toward completion of the 18 semester credit education requirement.

(d) A minimum of 2 years of social work experience dealing with children and youth is required. One year of this experience shall be completed in elementary or secondary schools or in an agency whose major responsibility is to serve children and youth and whose program is recognized by the preparation institution. Social work experience as described above may be accepted in lieu of a maximum of 8 semester credits of the required 18 semester credits in education at the rate of 4 semester credits for each year of social work experience.

History: Cr. Register, October, 1984, No. 346, eff. 11-1-84.

PI 3.23 School administrators. An administrator in this section means 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 this section shall hold the appropriate administrative license. The regular administrator license shall be issued for a 5-year period. If there is a minor deficiency, a one-year license may be issued. This one-year 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.

(1) **GENERAL REQUIREMENTS.** The regular district administrator license issued under this section requires completion of an Approved Specialist Degree Program or the equivalent. The regular license issued under this section for all other administrators requires completion of the general requirements in s. PI 3.05, and an Approved Master's Degree Program in school administration or an equivalent Approved Program. An Approved Program shall include a practicum and shall be competency-based; candidates shall possess the following competencies before program completion and before institutional recommendation for a license which shall include but not be limited to the following:

(a) 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.

(b) Ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs.

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(c) Vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth.

(d) Ability to motivate people to work together.

(e) Knowledge and skill in utilizing both human and material resources, and in evaluating and improving one's own performance and that of staff.

(f) Skill in utilizing effectively techniques of decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change.

(2) **DISTRICT ADMINISTRATOR - 04.** 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 subs. (3) and (4). For the regular license, the applicant shall 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.

(3) **ELEMENTARY SCHOOL ADMINISTRATOR - 34.** 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. For the regular license, the applicant shall complete or possess the following:

(a) Eligibility to hold a Wisconsin license to teach in the elementary schools or to serve as an elementary or kindergarten through grade 12 school counselor, a school psychologist, or a school social worker and 18 semester credits in professional education course work not included as a part of an approved school administrator program; or completion of an approved elementary level teacher education program, elementary level or kindergarten through grade 12 school counselor program, school psychologist program, or school social work program and 18 semester credits in professional education course work not included as a part of an approved school administrator program.

(b) Three years of successful experience as a classroom teacher at the elementary school, middle school, or junior high school level or three years of successful experience as a school counselor, school psychologist, or school social worker at the elementary school, middle school, or junior high school level which included evidence of not less than 540 hours of successful classroom teaching experience.

(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.

(4) **SECONDARY SCHOOL ADMINISTRATOR - 24.** 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. For the regular license, the applicant shall complete or possess the following:

(a) Eligibility to hold a Wisconsin license to teach in the secondary schools or to serve as a secondary or kindergarten through grade 12 school counselor, a school psychologist, or a school social worker and 18 semester credits in professional education course work not included as a part of an approved school administrator program; or completion of an approved secondary level teacher education program, a secondary level or kindergarten through grade 12 school counselor program, a school psychologist program, or a school social work program and 18 semester credits in professional education course work not included as a part of an approved school administrator program.

(b) Three years of successful experience as a classroom teacher at the middle school, junior high school, or senior high school level or three years of successful experience as a school counselor, school psychologist, or school social worker at the middle school, junior high school, or senior high school level which included evidence of not less than 540 hours of successful classroom teaching experience.

(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.

History: Cr. Register, October, 1984, No. 346, eff. 11-1-84; am. (3) (a) and (b) and (4) (a) and (b), Register, September, 1985, No. 357, eff. 10-1-85.

PI 3.24 Other administrators and supervisors. (1) SCHOOL BUSINESS MANAGER - 08. 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 this department. A regular license to serve as school business manager may be issued to an applicant who meets the following requirements in par. (a) or (b).

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

(b) A master's degree from an accredited college or university and completion of:

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

- a. Personnel management;
- b. Purchasing and supply management;
- c. School business management;
- d. School financial accounting;
- e. School plant planning.

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

- a. Accounting;
- b. Data processing;
- c. Insurance;
- d. Investments;
- e. Public Finance;
- f. Public relations.

3. A minimum of 9 graduate or undergraduate semester credits in educational foundation areas.

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

(2) ADMINISTRATIVE ASSISTANT - 90. This classification shall apply to central office professional positions not described elsewhere in ch. PI 3 and which do not normally involve curriculum development, staff development, supervision of the teaching staff, or direct contact with pupils. A regular license may be issued to an applicant who has completed or possesses:

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

(b) A written request for the license including a job description from the employing school administrator.

(3) SUPERVISOR, COORDINATOR, OR DIRECTOR - 10, 15, 20. 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 regular license to serve as a supervisor, curriculum coordinator or director of instruction may be issued to an applicant who has completed or possesses:

(a) 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.

(b) A minimum of 3 years of teaching experience at the level of supervision.

(c) A master's degree in any field.

(d) Graduate courses in:

1. Child or adolescent psychology, or both;
2. Curriculum - general;
3. Educational tests and measurements;

4. Guidance;

5. Supervision of instruction.

(e) 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.

(4) SPECIAL EDUCATION SUPERVISOR - LEVEL B - 82. 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:

- (a) Eligibility for a license or completion of an Approved Program.
- (b) A license or degree in at least one field of exceptionality.
- (c) A master's degree in any field.
- (d) A minimum of 3 years of elementary or secondary teaching experience.
- (e) Graduate courses in:
 1. Child or adolescent psychology, or both;