SUPERINTENDENT K-12
Requirements for Position

Pennsylvania provides two means for individuals to qualify for the positions of superintendent and assistant superintendent in Pennsylvania’s public schools. Both positions are commissioned officers and subject to the provisions of Certification and Staffing Policy Guidelines document #96.

Letter of Eligibility Process

The Pennsylvania Department of Education (PDE) will issue a Letter of Eligibility for consideration for appointment as a district superintendent or assistant superintendent to an applicant who:

1. Holds a diploma from a college/university or other approved institution.
2. Has either: a) completed a Pennsylvania approved graduate-level program of educational administrative study which meets the Pennsylvania School Leadership standards under 1217 or b) completed an out-of-state graduate-level program equivalent to those standards approved in this Commonwealth.
3. Has received the recommendation of the preparing institution for certification as a chief school (district-level) administrator, or, if prepared through an out-of-state institution, holds a comparable certificate issued by another state for professional service in the public schools of that state.
4. Has provided evidence of six years of successful teaching experience not less than three of which shall have been in a supervisory or administrative capacity.
5. Is a person of Good Moral Character as required by 24 P.S. §10-1002.

The Letter of Eligibility is a portable and permanent credential that qualifies the individual to serve in all appropriate LEAs in the Commonwealth. The school district that hires an individual with a Letter of Eligibility will apply for and be granted a commission.

Commission Process

PDE will issue a Commission to serve in a particular school district to an applicant who:

1. Holds a graduate degree from an accredited higher education institution in business or finance.
2. Provides evidence of four years of relevant work experience in business, finance or management in the fields of business, industry or education.
3. Provides evidence of approval by the school board of the hiring entity.
4. Be a person of Good Moral Character as required by 24 P.S. §10-1002.
5. Completes upon appointment as a superintendent or assistant superintendent for the first time in this Commonwealth, a Leadership Development Program that meets the Pennsylvania School Leadership Standards under section 1217, such as the Pennsylvania Inspired Leadership Induction Program, within the duration of the initial contract term.