



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 31, 2011

SUBJECT: Clarification of Administrator Certification for Assistant Superintendents

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.

After carefully reviewing the language in section 1536 of the School Code, it has been determined assistant superintendents of business/finance, human resources, or any other assistant superintendents who do not have direct responsibility for administering instructional programs, are not required to hold administrator certification. In accordance with section 1246(2) of the School Code, school administrators with specific job duties are required to complete continuing education credits.

If you have questions regarding this requirement, please contact Mr. Rajah Smart at (517) 335-6615 or smartr@mi.gov.

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