**Transcript Review Worksheet**

**5440-90 Superintendent**

The holder is authorized to serve as the chief executive officer of a school district.

An educator serving as an Assistant Superintendent, however named, shall hold a Superintendent endorsement.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Educator ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Add Endorsement** [ ]  **Course Audit**

Please note that the transcript review worksheets indicate only the endorsement competencies that must be met. There may be additional jurisdictional requirements.

For a full list of requirements, please consult the [Rules Governing the Licensing of Educators](https://education.vermont.gov/documents/educator-quality-licensing-rules).

| **Content** **Topic** | **College/****University** | **Course****Name/Number** |
| --- | --- | --- |
| 1. In order to qualify for any Vermont administrator endorsement, the candidate shall demonstrate competencies in Core Leadership Standards for Vermont Educators through experiences and expertise as evidenced below: |  |  |
| 1.1. Master’s Degree |  |  |
| 1.2. Leadership coursework  |  |  |
| 1.3. Coursework required for the specific administrator license |  |  |
| 1.4. Knowledge and application of school law, state regulations, and school board process to develop policies |  |  |
| 1.5. Leadership experience evidenced by documentation of 300 hours of supervised field experience that shows competency in the Core Leadership Standards through evidence aligned to each of the Professional Standards for Educational Leaders. |  |  |
| 2. ETS Test Code 6990 is required for all educators seeking any administrator endorsement unless they have completed a post-Baccalaureate degree in educational leadership, completed a ROPA-approved educational leadership program, or hold a current administrator endorsement*.* |  |  |
| 3. In order to qualify for a Superintendent endorsement, the candidate shall also demonstrate the following: |  |  |
| 3.1 Six or more years of experience including: 3.1.1 Three or more years of PK-12 teaching experience as a licensed educator, and |  |  |
| 3.1.2 Three or more years of educational administration experience as a licensed administrator. |  |  |