

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
CAREER EDUCATION DIRECTOR – SECONDARY/POSTSECONDARY**

I. PROFESSIONAL REQUIREMENTS:

An administrator certificate, valid for a period of four (4) years from the date of issuance, will be issued to applicants meeting the following requirements:

- A.** A baccalaureate degree from a four (4) year college/university;
- B.** A minimum of two (2) years of teaching experience at grades 7 or higher approved by the Department of Elementary and Secondary Education (DESE), or a combination of two (2) years of teaching experience at grades 7 or higher and/or two (2) years of full-time experience at workforce development (adult education or customized training, et al.) in an educational setting; and
- C.** Completion of a master's degree or higher in educational leadership or in a related postsecondary area from a college/university meeting approval of DESE.

II. TRANSITION ADMINISTRATOR CERTIFICATE

- A.** The Transition Administrator Certificate, career education director, valid for a period of six (6) years from the effective date on the certificate will be issued upon completion and verification of the following:
 - 1. Four (4) years of state-approved administrator experience;
 - 2. Participation in two (2) years of local-education-agency-provided mentoring (during the first two (2) years of administrator experience);
 - a) Mentors must complete training addressing cognitive coaching skills and Interstate Leaders Licensure Consortium (ISLLC) standards. Training may be provided by the Missouri Mentoring Partnership that includes professional associations, regional professional development centers, colleges/universities and DESE.
 - 3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership or a closely related education area, or a combination of credits/professional development; and
 - a) Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.) and other items identified in the individual's professional development plan; and
 - 4. Successful participation in an annual performance-based principal's evaluation that meets or exceeds the Missouri Performance Based Principal's Evaluation.

III. CAREER CONTINUOUS ADMINISTRATOR CERTIFICATE

- A.** The career education, secondary/postsecondary Career Continuous Administrator certificate will be issued upon completion and verification of the following:
 - 1. Completion of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction;
 - 2. Participation in a performance-based principal evaluation;
 - 3. Participation in thirty (30) contact hours of professional development annually.

- B.** The career continuous administrator certificate holder is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
 - 1. Ten (10) years of state-approved administrator experience;
 - 2. An educational specialist or higher degree in educational leadership or a closely related educational degree from an accredited college or university; and/or
 - 3. Certification from a board-approved nationally recognized professional administrator organization.