

Chapter 8 – Special Service Personnel

Overview

Background

Special Service personnel include administrators, student services personnel, and instructional support personnel. For these personnel, there may be tenure differences, term contracts, unique salary schedules, and restrictions on provisional licenses available.

(SBE Policy TCP-A-001, 1.20, #2-3)

(SBE Policy # TCP-A-003, 3.10) (Testing requirements)

In this chapter

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**Administrator
and student service
personnel codes
and descriptions**

The table below lists the codes and descriptions for Special Service and Student Personnel Service codes and descriptions

Code	Description
011	School Administrator – Superintendent***
012	School Administrator – Principal **
113	Curriculum-Instructional Specialist**
711	Workforce Development Director**
88099	Program Director (Exceptional Children)**
077	Instructional Technology Specialist - Computers
078	Media Supervisor
005	Counselor**
006	School Social Worker
026	School Psychologist***
074	Instructional Technology Specialist -Telecommunications
075	Associate Media Coordinator*
076	Media Coordinator**
88082	Speech-Language Pathologist**
88003	Audiologist**
008	Mentor* (not issued after 7/1/98)

Notes:

- Student service license areas are grouped under special service personnel and include counselors, social workers, school psychologists, media coordinators, speech language pathologists, and audiologists
- Items marked with an asterisk (*) indicate that new licenses are not established in this area (established licenses are valid).
- Items marked with a double-asterisk (**) indicate initial licenses issued only at master’s level or above.
- Items marked with a triple-asterisk (***) indicate initial licenses issued only at sixth-year level or above.

Special Service Personnel Licensing

School nurses

The DPI licensure section does not license school nurses. However, beginning **July 1, 1993**, all newly employed school nurses shall be required to hold a school nurse certificate from the American Nurses Association (ANA) or the National Association of School Nurses (NASN). Registered nurses without ANA or NASN certification may be employed provisionally and must complete licensure requirements within three years.

See www.nursingworld.org and www.nasn.org.

Requirements for employment

The following table lists the requirements for specialty areas of licensure.

Employment Area	Requirements
Superintendent (011)	<ul style="list-style-type: none"> • a superintendent and principal license with a minimum of one year of experience (or the equivalent) as a principal, OR • advanced graduate level (sixth-year degree) in school administration, AND • successful score on the Interstate School Leaders Licensure Assessment test # 1011 administered by ETS <p>OR</p> <ul style="list-style-type: none"> • at least a bachelor's degree from a regionally accredited college or university AND • five years leadership or managerial experience considered relevant by the employing local board of education. <p><i>Note: Eligibility to serve as a superintendent must be verified by the State Board of Education prior to election by a local board of education.</i></p>
Principal (012)	<ul style="list-style-type: none"> • a principal's license, AND • completion of an approved program in school administration at the master's level or above, AND • successful score on the Interstate School Leaders School Leaders Licensure Assessment test # 1011 administered by ETS. <p><i>Note: No provisional principal's licenses are issued for service as a principal.</i></p>

Special Service Personnel Licensing

Requirements for employment (continued)

Employment Area	Requirements
Assistant Principal (012)	<ul style="list-style-type: none"> • a principal’s license, AND • completion of an approved program in school administration at the master’s level or above, AND • successful score on the School Leaders Licensure Assessment (SLLA) test # 1011 administered by ETS. • The provisional principal’s license is issued for service as an assistant principal if the local board determines there is a shortage of individuals with principal licensure. • Affiliation with a master’s school administrator program must occur before the expiration of the provisional license. • Provisional principal licenses can be extended for up to two additional school years. During this time, program requirements and SLLA test must be met. • Provisional principal licenses are issued with class code “PP” and are valid only for service as an assistant principal.
Curriculum-Instructional Specialists (113)	<ul style="list-style-type: none"> • a curriculum-instructional specialist license, AND • completion of an approved program for a curriculum-instructional specialist at the master’s degree level or above AND • Praxis Educational Leadership: Administrative and Supervision (#410). <p><i>Note: All personnel in supervisor or director assignments with specific responsibilities as instructional leaders who consult with and advise teachers, administrators, and other professional personnel, must hold a curriculum-instructional specialist license.</i></p>
Career-Technical Education Director (711)	<ul style="list-style-type: none"> • a career-technical education license, AND • completion of an approved program for a career technical education director at the master’s level or above.

Special Service Personnel Licensing

Requirements for employment (continued)

Employment Area	Requirements
Exceptional Children- Program Director (88099)	<ul style="list-style-type: none"> • an exceptional children’s license, AND • a master’s degree in an exceptional children area, OR • an advanced (sixth year) degree in school psychology, AND • three graduate semester hours of credit in each of the following <ul style="list-style-type: none"> – administration – curriculum development – supervision, AND • Praxis Educational Leadership: Administrative and Supervision (#410) <p>OR</p> <ul style="list-style-type: none"> • a master’s degree in administration and/or curriculum instruction, AND • nine semester hours of course work in exceptional children, AND • Praxis Educational Leadership: Administrative and Supervision (#410) <p><i>Note: Licensure as an exceptional children program director is a supervisory classification.</i></p>

Special Service Personnel Licensing

Requirements for employment (continued)

Employment Area	Requirements
Instructional Technology Specialist-Computers (077)	<ul style="list-style-type: none"> • an instructional technology specialist-computer's license, AND • completion of a college or university program at the master's level or above
Instructional Technology Specialist-Telecommunications (074)	<ul style="list-style-type: none"> • an instructional technology specialist-telecommunications license, AND • completion of a college or university program at the master's level or above
Media Supervisor (078)	<ul style="list-style-type: none"> • media supervisor's license, AND • completion of three graduate semester hours in each of the following: <ul style="list-style-type: none"> – administration – curriculum development – supervision.
Media Coordinator (076)	<ul style="list-style-type: none"> • a media coordinator's license, AND • completion of an approved program for a media coordinator at the master's degree level or above, OR • Completion of an approved program after July 1, 1984 (allows a provisional license upon employment with requirement to update to master's degree level), OR • a provisional media coordinator's license as explained in Chapter 12, Out-of-Field Assignments, AND • Praxis Library Media Specialist (#311).
Associate Media Coordinator (075)	<ul style="list-style-type: none"> • <i>New licenses are not issued in this area.</i> • Established licenses are based on completion of an approved program prior to July 1, 1984, at the bachelor's level (no requirement to upgrade to the master's level).

Special Service Personnel Licensing

Requirements for employment (continued)

Employment Area	Requirements
Counselor (005)	<ul style="list-style-type: none"> a school counselor's license, AND completion of an approved program in school counseling at the master's level or above, AND Praxis School Guidance and Counseling test (#420)
School Social Worker (006)	<ul style="list-style-type: none"> a school social worker's license, AND completion of an approved program in school social work at the bachelor's level or above
School Psychologist (026)	<ul style="list-style-type: none"> a school psychologist's license, AND completion of an approved program in school psychology at the sixth-year level, AND Praxis School Psychology (#401)
Speech-Language Pathologist (88082)	<ul style="list-style-type: none"> a speech-language pathologist license, OR a speech-language license from the American Speech-Language Hearing Association, OR a license from the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists, OR completion of an approved program in speech pathology at the master's level or above Praxis Speech-Language Pathology (#330) <p><i>Note: Non-provisional "A" license holders must have completed requirements for an "M" license by July 1, 2005.</i></p>
Audiologist (88003)	<ul style="list-style-type: none"> an audiologist license, OR an audiology license from the American Speech-Language-Hearing Association, OR a license from the North Carolina Board of Examiners for Speech and Language Pathologist and Audiologist, AND completion of an approved program in audiology at the master's level or above, AND Praxis Audiology (#340)
Mentor (008)	<ul style="list-style-type: none"> <i>New licenses are not established in this area (established licenses are valid).</i>

Special Service Personnel Licensing

Student Services Personnel Licenses

Student services personnel who have completed an approved preparation program and satisfied NC's testing requirements are issued a Standard Professional II License. Student services personnel who have completed an approved preparation program but not satisfied NC's testing requirements are issued a Standard Professional I License. When NC's testing requirements are satisfied, the license is converted to a Standard Professional II License.

Student services personnel who are fully licensed in another state and meet NC's Praxis testing requirements or have National Board Certification will be issued the Standard Professional II License.

Student services personnel who are fully licensed in another state and have three or more years of student services school experience in another state, but who have not met NC Praxis testing requirements or earned National Board Certification, will be issued the Standard Professional II License after one year of satisfactory student services experience in NC and the recommendation of the employing LEA. The recommendation will include verification that the LEA will offer the individual re-employment. The individual will not be required to accept the offer of re-employment.
