

TITLE 210. STATE DEPARTMENT OF EDUCATION

CHAPTER 35. STANDARDS FOR ACCREDITATION OF ELEMENTARY, MIDDLE LEVEL, SECONDARY, AND CAREER AND TECHNOLOGY SCHOOLS

SUBCHAPTER 3. STANDARDS FOR ELEMENTARY, MIDDLE LEVEL, SECONDARY, AND CAREER AND TECHNOLOGY SCHOOLS

PART 9. STANDARD V: THE SCHOOL STAFF

210:35-3-86. Qualifications; personnel records; health and safety

- (a) **General requirements for staff.** All professional personnel, with the exception of some instructors in Career Technology programs, shall hold a baccalaureate degree from an accredited institution, provide evidence of adequate professional education preparation, meet the certification standards of Oklahoma, and be assigned to teach in areas for which they are certified.
- (b) **Requirements for superintendent.** The superintendent who is the administrative head of the school system shall hold a valid Oklahoma superintendent's certificate. The Technology Center superintendent who is the administrative head of the school system shall also hold the technology center superintendent endorsement issued by the State Board of Education. In addition, the technology center superintendent shall have a Standard Area School Administrator Credential which is issued by the Oklahoma Department of Career and Technology Education.
- (c) **Requirements for deputy or assistant superintendent.** A deputy or assistant superintendent shall hold the same certification/credentials as the superintendent.
- (d) **Requirements for administrative assistants.** Administrative assistants shall have education training or experience appropriate to their responsibilities. Any administrative assistant whose responsibilities include the supervision of certificated personnel and/or educational program shall hold a valid administrative certificate appropriate to the grade level(s) that he/she supervises.
- (e) **Requirements for other staff.** Other professional staff shall hold the appropriate certification for their job assignment.
- (f) **Required records.** Official up-to-date transcripts showing the work of all school teachers and nurses in all districts shall be kept on file during the year in the office of the superintendent with copies at school sites. All districts shall also keep up-to-date transcripts on file during the year, in the office of the site principal and the superintendent. Districts may accept official transcripts from educational institutions in either hard copy or electronic form. Acceptance of an official transcript in electronic form may require direct submission
- (g) **Health and safety regarding certified employees.** If a district maintains the active employment or contract of, or renews a contract of, a certified employee currently under

investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

(h) Health and safety regarding non-certified employees. If a district maintains the active employment or contract, or renews a contract, of a non-certified employee currently under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency.

~~(e) Any administrative assistant whose responsibilities include the supervision of certificated personnel and/or educational program shall hold a valid administrative certificate appropriate to the grade level(s) that he/she supervises.~~

~~(f) Other professional staff shall hold the appropriate certification for their job assignment.~~

~~(g) Official up to date transcripts showing the work of all school teachers and nurses in all districts shall be kept on file during the year in the office of the superintendent with copies at school sites. All districts shall also keep on file during the year, in the office of the site principal and the superintendent. Districts may accept official transcripts from educational institutions in either hard copy or electronic form. Acceptance of an official transcript in electronic form may require direct submission to the State Department of Education by the educational institution.~~