

SCOPE AND RESPONSIBILITIES OF PRINCIPAL AND PROFESSIONAL ADMINISTRATOR LICENSES

Effective March 1, 2019

PRINCIPAL LICENSE (BUILDING LEVEL ADMINISTRATION) –

The Principal License qualifies its holder to serve as a principal, vice-principal, associate principal, or an equivalent position that serves as the administrator of a public school in a prekindergarten through grade 12 Oregon public school district or education service district. The Principal License is the preliminary administrative license for the state of Oregon and signifies that the holder is prepared for leadership in the school-level context.

PROFESSIONAL ADMINISTRATOR LICENSE (DISTRICT LEVEL ADMINISTRATION) –

The Professional Administrator License is a license that qualifies its holder to serve in a principal or a school district position in a prekindergarten through grade 12 Oregon public school district, education service district, or charter school. The Professional Administrator License is the professional administrative license for the State of Oregon and signifies that the holder is prepared for leadership in the district-level context.

SCOPE (WHEN IS THE LICENSE REQUIRED?) OF ADMINISTRATOR (PRINCIPAL AND PROFESSIONAL) LICENSES –

An Oregon school administrator license or registration is required to perform any one of the following duties in public schools, school district or education service districts:

- Supervise licensed personnel [New 3/1/2019];
- Evaluate licensed personnel;
- Discipline licensed personnel;
- Authorize assignment of TSPC-licensed personnel to teaching, administrator or other licensed positions [New 3/1/2019];
- Authorize the out-of-school suspension or expulsion of PreK-12 students.

RESPONSIBILITIES –

The licensed or registered school administrator is recognized as an educational leader and has responsibility to:

- a) Supervise TSPC-licensed personnel under their authority;
- b) Approve evaluations of TSPC-licensed personnel under their authority;
- c) Properly assign TSPC-licensed personnel to teaching, administrator or other licensed school personnel positions;
- d) Supervise the conduct of all school personnel, including school volunteers, who have direct contact with students and who work in the school, education service district or school district under their authority. Direct contact includes in-person, electronic or virtual contact or communication;
- e) Properly authorize out-of-school suspension and expulsions of the students under their authority;
- f) Properly authorize the expenditure of public funds under their authority;
- g) Support the continuous improvement and capacity of the school administrator profession;
- h) Authorize the initiation and closing of investigations of complaints of abuse and misconduct in accordance with their applicable state, district or school policies;
- i) Provide notification of an open investigation related to a report of suspected sexual conduct or abuse involving a TSPC-licensed school personnel to the principal of the school to which the TSPC-licensed school personnel is transferred, if the TSPC-licensed school personnel is transferred to another school in the school district, in accordance with their applicable state, district or school policies;
- j) Provide notification of an open investigation related to a report of suspected sexual conduct or abuse involving the TSPC-licensed school personnel to the superintendent of the employing school district, if the school administrator had direct supervision of the TSPC-licensed school personnel and knowledge of their employment in another school district, in accordance with their applicable state, district or school policies; and
- k) Make best efforts to meet the performance standards, as provided in subsections (3) through (11). Available at this link: [OAR 584-235-0010](http://www.oregon.gov/osp/oei/201401/014010010.html).

CONTACT US:

e-Mail: AdminLicense.tspc@oregon.gov | web: www.oregon.gov/tspc

Phone: 503-378-3586 | Hours of Operation: Monday – Friday 7:30 a.m. to 5:00 p.m.