

**Item 7:**  
**Consider and Take Appropriate Action on Adoption of  
Review of 19 TAC Chapter 241, Principal Certificate**

**DISCUSSION AND ACTION**

**SUMMARY:** Texas Government Code, §2001.039, establishes a four-year rule review cycle for all state agency rules, including State Board for Educator Certification (SBEC) rules. This item presents for SBEC approval the adoption of the review of 19 Texas Administrative Code (TAC) Chapter 241, Principal Certificate. The rules being reviewed provide requirements relating to the certification of principals.

**STATUTORY AUTHORITY:** Statutory authority for the rule review is Texas Government Code, §2001.039. The statutory authority for 19 TAC Chapter 241 is the Texas Education Code, §§21.003(a), 21.040(4), 21.041(b)(1)-(4), 21.046(b)-(d) and 21.054(a), (e), and (e-2), as amended by Senate Bills 7, 179, and 1839, 85th Texas Legislature, Regular Session, 2017.

**PREVIOUS BOARD ACTION:** The SBEC last adopted the review of 19 TAC Chapter 241 in March 2015, finding that the reasons for initially adopting the rules continue to exist. Subsequent to the rule review, §241.15 was adopted effective August 28, 2016.

At the August 3, 2018 meeting, the SBEC voted to publish the proposed rule review of 19 TAC Chapter 241, Principal Certificate, in the *Texas Register*.

**FUTURE ACTION EXPECTED:** Any proposed rule changes resulting from the rule review process will also be presented to the SBEC for consideration at a future meeting.

**BACKGROUND INFORMATION AND JUSTIFICATION:** The SBEC rules in 19 TAC Chapter 241 establish requirements for the issuance and renewal of the principal certificate.

The rules currently in effect in 19 TAC Chapter 241 are shown in Attachment II.

**ANTICIPATED REVISIONS TO RULES:** A proposed repeal of and new 19 TAC Chapter 241 is presented for adoption as a separate item in this agenda. The proposed repeal of and new Chapter 241 would reorganize the chapter to allow for the chapter title to reflect both the new principal certificate as well as the current principal certificate, establish the requirements for the new principal certificate, and provide for an endorsement for individuals who hold a certificate to serve in the role of principal.

**RULE REVIEW:** The notice of proposed review of 19 TAC Chapter 241, Principal Certificate, was filed with the *Texas Register* following the August 2018 SBEC meeting. If authorized by the SBEC, the notice of adopted review will be filed with the *Texas Register* following the October 2018 meeting. The notice of adopted review will state that the SBEC finds that the reasons for adopting 19 TAC Chapter 241 continue to exist. Any comments received during the review of 19 TAC Chapter 241 will also be addressed.

The filing of the notice of adopted review stating that the reasons for adoption continue to exist would not preclude any amendments that may be proposed at the same time or at different times through a separate rulemaking process.

**FISCAL IMPACT:** None.

**PUBLIC AND STUDENT BENEFIT:** The review of 19 TAC Chapter 241 will result in the continuation of requirements relating to admission to a principal preparation program, preparation program requirements, standards required for the principal certificate, issuance and renewal of the standard principal certificate, and requirements for the first-time principal in Texas.

**PROCEDURAL AND REPORTING IMPLICATIONS:** None.

**LOCALLY MAINTAINED PAPERWORK REQUIREMENTS:** None.

**PUBLIC COMMENTS:** The public comment period on the proposed rule review began August 24, 2018, and ended September 24, 2018. Any comments received will be provided to the SBEC under separate cover prior to the October 5, 2018 meeting. The SBEC will take registered oral and written comments on this item at the October 5, 2018 meeting in accordance with the SBEC Board operating policies and procedures.

**ALTERNATIVES:** None.

**OTHER COMMENTS AND RELATED ISSUES:** None

**ASSOCIATE COMMISSIONER'S RECOMMENDATION:** I recommend that the State Board for Educator Certification:

Adopt the review of 19 TAC Chapter 241, Principal Certificate.

**Staff Member Responsible:**

Tam Jones, Director, Educator Preparation

**Attachments:**

- I. Statutory Citations
- II. Text of 19 TAC Chapter 241, Principal Certificate

**ATTACHMENT I****Statutory Citations Relating to Review of 19 TAC Chapter 241, Principal Certificate  
Rule Review****Texas Government Code, §2001.039, Agency Review of Existing Rules:**

- (a) A state agency shall review and consider for readoption each of its rules in accordance with this section.
- (b) A state agency shall review a rule not later than the fourth anniversary of the date on which the rule takes effect and every four years after that date. The adoption of an amendment to an existing rule does not affect the dates on which the rule must be reviewed except that the effective date of an amendment is considered to be the effective date of the rule if the agency formally conducts a review of the rule in accordance with this section as part of the process of adopting the amendment.
- (c) The state agency shall readopt, readopt with amendments, or repeal a rule as the result of reviewing the rule under this section.
- (d) The procedures of this subchapter relating to the original adoption of a rule apply to the review of a rule and to the resulting repeal, readoption, or readoption with amendments of the rule, except as provided by this subsection. Publishing the Texas Administrative Code citation to a rule under review satisfies the requirements of this subchapter relating to publishing the text of the rule unless the agency readopts the rule with amendments as a result of the review.
- (e) A state agency's review of a rule must include an assessment of whether the reasons for initially adopting the rule continue to exist.

**19 TAC Chapter 241, Principal Certificate****Texas Education Code, §21.003, Certification Required (excerpt):**

- (a) A person may not be employed as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or counselor by a school district unless the person holds an appropriate certificate or permit issued as provided by Subchapter B.

**Texas Education Code, §21.040, General Powers and Duties of Board (excerpt):**

The board shall:

- (4) for each class of educator certificate, appoint an advisory committee composed of members of that class to recommend standards for that class to the board;

**Texas Education Code, §21.041, Rules; Fees (excerpts):**

- (b) The board shall propose rules that:
  - (1) provide for the regulation of educators and the general administration of this subchapter in a manner consistent with this subchapter;
  - (2) specify the classes of educator certificates to be issued, including emergency certificates;
  - (3) specify the period for which each class of educator certificate is valid;

- (4) specify the requirements for the issuance and renewal of an educator certificate;

**Texas Education Code, §21.046, Qualifications for Certification as Superintendent or Principal (excerpts):**

- (b) The qualifications for certification as a principal must be sufficiently flexible so that an outstanding teacher may qualify by substituting approved experience and professional training for part of the educational requirements. Supervised and approved on-the-job experience in addition to required internship shall be accepted in lieu of classroom hours. The qualifications must emphasize:
  - (1) instructional leadership;
  - (2) administration, supervision, and communication skills;
  - (3) curriculum and instruction management;
  - (4) performance evaluation;
  - (5) organization; and
  - (6) fiscal management.
- (c) Because an effective principal is essential to school improvement, the board shall ensure that:
  - (1) each candidate for certification as a principal is of the highest caliber; and
  - (2) multi-level screening processes, validated comprehensive assessment programs, and flexible internships with successful mentors exist to determine whether a candidate for certification as a principal possesses the essential knowledge, skills, and leadership capabilities necessary for success.
- (d) In creating the qualifications for certification as a principal, the board shall consider the knowledge, skills, and proficiencies for principals as developed by relevant national organizations and the State Board of Education.

**Texas Education Code, §21.054, Continuing Education, as amended by Senate Bills 7, 179, and 1839, 85th Texas Legislature, Regular Session, 2017 (excerpts):**

- (a) The board shall propose rules establishing a process for identifying continuing education courses and programs that fulfill educators' continuing education requirements.
- (e) Continuing education requirements for a principal must provide that not more than 25 percent of the training required every five years include instruction regarding:
  - (1) effective and efficient management, including:
    - (A) collecting and analyzing information;
    - (B) making decisions and managing time; and
    - (C) supervising student discipline and managing behavior;
  - (2) recognizing early warning indicators that a student may be at risk of dropping out of school;
  - (3) digital learning, digital teaching, and integrating technology into campus curriculum and instruction;
  - (4) educating diverse student populations, including:

- (A) students with disabilities, including mental health disorders;
  - (B) students who are educationally disadvantaged;
  - (C) students of limited English proficiency; and
  - (D) students at risk of dropping out of school.
- (5) preventing, recognizing, and reporting any sexual conduct between an educator and student that is prohibited under Section 21.12, Penal Code, or for which reporting is required under Section 21.006 of this code.
- (e-2) Continuing education requirements for a principal may include instruction regarding how grief and trauma affect student learning and behavior and how evidence-based, grief-informed, and trauma-informed strategies support the academic success of students affected by grief and trauma.

**ATTACHMENT II**  
**Text of 19 TAC**

**Chapter 241. Principal Certificate**

**§241.1. General Provisions.**

- (a) Due to the critical role the principal plays in campus effectiveness and student achievement, and consistent with the Texas Education Code (TEC), §21.046(c), the rules adopted by the State Board for Educator Certification ensure that each candidate for the Principal Certificate is of the highest caliber and possesses the knowledge and skills necessary for success.
- (b) As required by the TEC, §21.046(b)(1)-(6), the standards identified in §241.15 of this title (relating to Standards Required for the Principal Certificate) emphasize instructional leadership; administration, supervision, and communication skills; curriculum and instruction management; performance evaluation; organization; and fiscal management.
- (c) An individual serving as a principal or assistant principal is expected to actively participate in professional development activities to continually update his or her knowledge and skills. Currency in best practices and research as related to both campus leadership and student learning is essential.
- (d) The holder of the Principal Certificate issued under the provisions of this chapter may serve as a principal or assistant principal in a Texas public school.

*Statutory Authority: The provisions of this §241.1 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.1 adopted to be effective March 14, 1999, 24 TexReg 1616; amended to be effective September 2, 1999, 24 TexReg 6751; amended to be effective July 13, 2004, 29 TexReg 6646; amended to be effective October 25, 2009, 34 TexReg 7200.*

**§241.5. Minimum Requirements for Admission to a Principal Preparation Program.**

- (a) Prior to admission to an educator preparation program leading to the Principal Certificate, an individual must hold a baccalaureate degree from an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- (b) An educator preparation program may adopt requirements for admission in addition to those required in subsection (a) of this section.
- (c) The educator preparation program shall implement procedures that include screening activities to determine the candidate's appropriateness for the Principal Certificate as identified in Chapter 227 of this title (relating to Provisions for Educator Preparation Candidates).

*Statutory Authority: The provisions of this §241.5 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.5 adopted to be effective March 14, 1999, 24 TexReg 1616; amended to be effective September 2, 1999, 24 TexReg 6751; amended to be effective June 10, 2001, 26 TexReg 3929; amended to be effective October 25, 2009, 34 TexReg 7200.*

**§241.10. Preparation Program Requirements.**

- (a) The standards identified in §241.15 of this title (relating to Standards Required for the Principal Certificate) and Chapter 228 of this title (relating to Requirements for Educator Preparation Programs) shall be the curricular basis for an educator preparation program preparing candidates to be principals. The educator preparation program shall establish benchmarks and structured assessments of the candidate's progress and needed growth throughout the educator preparation program based on the standards identified in §241.15 of this title.

- (b) The principal preparation program shall include a field-based practicum whereby a candidate must demonstrate proficiency in each of the standards identified in §241.15 of this title.
- (c) An educator preparation program may develop and implement specific criteria and procedures that allow a candidate to substitute related experience and/or professional training directly related to the standards identified in §241.15 of this title for part of the preparation requirements.

*Statutory Authority: The provisions of this §241.10 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.10 adopted to be effective March 14, 1999, 24 TexReg 1616; amended to be effective June 10, 2001, 26 TexReg 3929; amended to be effective October 25, 2009, 34 TexReg 7200.*

#### **§241.15. Standards Required for the Principal Certificate.**

- (a) Principal Certificate Standards. The knowledge and skills identified in this section must be used by an educator preparation program in the development of curricula and coursework and by the State Board for Educator Certification as the basis for developing the examinations required to obtain the standard Principal Certificate. The standards also serve as the foundation for the individual assessment, professional growth plan, and continuing professional education activities required by §241.30 of this title (relating to Requirements to Renew the Standard Principal Certificate).
- (b) School Culture. The principal:
  - (1) ensures that a positive, collaborative, and collegial school culture facilitates and enhances the implementation of campus initiatives and the achievement of campus goals;
  - (2) uses emerging issues, recent research, demographic data, knowledge of systems, campus climate inventories, student learning data, and other information to collaboratively develop a shared campus vision;
  - (3) facilitates the collaborative development of a plan in which objectives and strategies to implement the campus vision are clearly articulated;
  - (4) supports the implementation of the campus vision by aligning financial, human, and material resources;
  - (5) establishes processes to assess and modify the plan of implementation to ensure achievement of the campus vision;
  - (6) acknowledges, recognizes, and celebrates the contributions of students, staff, parents, and community members toward the realization of the campus vision;
  - (7) models and promotes the continuous and appropriate development of all learners, including faculty and staff, in the campus community;
  - (8) uses strategies to ensure the development of collegial relationships and effective collaboration of campus staff;
  - (9) develops and uses effective conflict-management and consensus-building skills;
  - (10) establishes and communicates consistent expectations for staff and students, providing supportive feedback to ensure a positive campus environment;
  - (11) implements effective strategies to systematically gather input from all campus stakeholders, supporting innovative thinking and an inclusive culture;
  - (12) creates an atmosphere of safety that encourages the social, emotional, and physical well-being of staff and students; and
  - (13) ensures that parents and other members of the community are an integral part of the campus culture.
- (c) Leading Learning. The principal:

- (1) creates a campus culture that sets high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff;
  - (2) prioritizes instruction and student achievement by understanding, sharing, and promoting a clear definition of high-quality instruction based on best practices from recent research;
  - (3) routinely monitors and improves instruction by visiting classrooms, engaging in formative, evidence-based appraisal processes and conferences with teachers, and attending grade or team meetings;
  - (4) facilitates the use of sound research-based practice in the development and implementation of campus curricular, co-curricular, and extracurricular programs to fulfill academic, developmental, social, and cultural needs;
  - (5) facilitates campus participation in collaborative school district planning, implementation, monitoring, and curriculum revision to ensure appropriate scope, sequence, content, and alignment;
  - (6) implements a rigorous curriculum aligned with state standards, including college and career readiness standards;
  - (7) analyzes the curriculum to ensure that teachers align content across grades and that curricular scopes and sequences meet the particular needs of their diverse student populations;
  - (8) monitors and ensures staff uses multiple forms of student data to inform instruction and intervention decisions to maximize instructional effectiveness and student achievement;
  - (9) ensures that effective instruction maximizes growth of individual students and student groups, supports equity, and eliminates the achievement gap;
  - (10) ensures staff have the capacity and time to collaboratively and individually use classroom formative and summative assessment data to inform effective instructional practices and interventions; and
  - (11) facilitates the use and integration of technology, telecommunications, and information systems that enhance learning.
- (d) Human Capital. The principal:
- (1) invests and manages time to prioritize the development, support, and supervision of the staff to enhance student outcomes;
  - (2) ensures all staff have clear expectations that guide them and by which they are assessed, including the use of and familiarity with evidence-based appraisal rubrics, where applicable;
  - (3) uses data from multiple points of the year to complete accurate appraisals of all staff, using evidence from regular observations, student data, and other sources to evaluate the effectiveness of teachers and staff;
  - (4) coaches and develops educators by conducting conferences, giving individualized feedback, and supporting individualized professional growth opportunities;
  - (5) facilitates the campus's professional learning community to review data, processes, and policies in order to improve teaching and learning in the school;
  - (6) creates opportunities for effective staff to take on a variety of leadership roles and appropriately delegates responsibilities to staff and administrators on the leadership team;
  - (7) collaboratively develops, implements, and revises a comprehensive and on-going plan for professional development of campus staff that addresses staff needs based on staff appraisal trends, goals, and student information;
  - (8) ensures the effective implementation of a continuum of professional development by the appropriate allocation of time, funding, and other needed resources;



- (9) implements effective, legal, and appropriate strategies for the recruitment, selection, assignment, and induction of campus staff; and
  - (10) plans for and adopts early hiring practices.
- (e) Executive Leadership. The principal:
- (1) reflects on his or her practice, seeks and acts on feedback, and strives to continually improve, learn, and grow;
  - (2) engages in ongoing and meaningful professional growth activities to further develop knowledge and skills and to model lifelong learning;
  - (3) uses strong communication skills, understands how to communicate a message in different ways to meet the needs of various audiences, and develops and implements strategies for effective internal and external communications;
  - (4) develops and implements a comprehensive program of community relations, which uses strategies that will effectively involve and inform multiple constituencies;
  - (5) establishes partnerships with parents, businesses, and other groups in the community to strengthen programs and support campus goals;
  - (6) demonstrates awareness of social and economic issues that exist within the school and community that could impact campus operations and student learning;
  - (7) gathers and organizes information from a variety of sources for use in creative and effective campus decision making;
  - (8) frames, analyzes, and creatively resolves campus problems using effective problem-solving techniques to make timely, high-quality decisions;
  - (9) develops, implements, and evaluates change processes for organizational effectiveness;
  - (10) uses effective planning, time management, and organization of work to maximize attainment of school district and campus goals; and
  - (11) keeps staff inspired and focused on the campus vision while supporting effective change management.
- (f) Strategic Operations. The principal:
- (1) assesses current campus needs, reviewing a wide set of evidence to determine the campus's priorities, and sets ambitious and measurable school goals, targets, and strategies that form the campus's strategic plan;
  - (2) outlines and tracks meaningful goals, targets, and strategies aligned to a school vision that continuously improves teacher effectiveness and student outcomes;
  - (3) allocates resources effectively (e.g., staff time, dollars, and tools), aligning them to the school priorities and goals, and works to access additional resources as needed to support learning;
  - (4) establishes structures to regularly monitor multiple data points with leadership teams to evaluate progress toward goals, adjusting strategies to improve effectiveness;
  - (5) implements appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment;
  - (6) implements strategies that enable the physical plant, equipment, and support systems to operate safely, efficiently, and effectively to maintain a conducive learning environment;
  - (7) applies local, state, and federal laws and policies to support sound decisions while considering implications related to all school operations and programs;
  - (8) collaboratively plans and effectively manages the campus budget;
  - (9) uses technology to enhance school management;

- (10) facilitates the effective coordination of campus curricular, co-curricular, and extracurricular programs in relation to each other and other school district programs; and
  - (11) collaborates with district staff to implement district policies and advocates for the needs of district students and staff.
- (g) Ethics, Equity, and Diversity. The principal:
- (1) implements policies and procedures that encourage all campus personnel to comply with Chapter 247 of this title (relating to Educators' Code of Ethics);
  - (2) models and promotes the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors;
  - (3) ensures that reports of educator misconduct, including inappropriate relationships between educators and students, are properly reported so appropriate investigations can be conducted;
  - (4) models and promotes the continuous and appropriate development of all learners in the campus community;
  - (5) ensures all students have access to effective educators and continuous learning opportunities;
  - (6) promotes awareness and appreciation of diversity throughout the campus community;
  - (7) implements special campus programs to ensure that all students are provided quality, flexible instructional programs and services to meet individual student needs;
  - (8) articulates the importance of education in creating engaged citizens in a free democratic society;
  - (9) communicates productively with all audiences through strong communication skills and understands how to communicate a message in different ways to meet the needs of various audiences; and
  - (10) treats all members of the community with respect and develops strong, positive relationships with them.

*Statutory Authority: The provisions of this §241.15 issued under the Texas Education Code, §§21.003(a), 21.041(b)(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.15 adopted to be effective August 28, 2016, 41 TexReg 6202.*

**§241.20. Requirements for the Issuance of the Standard Principal Certificate.**

To be eligible to receive the standard Principal Certificate, a candidate must:

- (1) successfully complete the appropriate examinations required under Chapter 230, Subchapter B, of this title (relating to Assessment of Educators);
- (2) hold, at a minimum, a master's degree from an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (3) hold a valid classroom teaching certificate;
- (4) have two creditable years of teaching experience as a classroom teacher, as defined in Chapter 153, Subchapter CC, of this title (relating to Commissioner's Rules on Creditable Years of Service) and the Texas Education Code, §5.001(2); and
- (5) successfully complete a principal preparation program that meets the requirements of §241.10 of this title (relating to Preparation Program Requirements), §241.15 of this title (relating to Standards Required for the Principal Certificate), Chapter 227 of this title (relating to Provisions for Educator Preparation Candidates), and Chapter 228 of this title (relating to Requirements for Educator Preparation Programs).

*Statutory Authority: The provisions of this §241.20 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.20 adopted to be effective October 25, 2009, 34 TexReg 7200.*

**§241.25. Requirements for the First-Time Principal in Texas.**

- (a) A principal or assistant principal employed for the first-time as a campus administrator (including the first time in the state) shall participate in an induction period of at least one year.
- (b) The induction period should be a structured, systemic process for assisting the new principal or assistant principal in further developing skills in guiding the everyday operation of a school, adjusting to the particular culture of a school district, and developing a personal awareness of self in the campus administrator role. Mentoring support must be an integral component of the induction period.

*Statutory Authority: The provisions of this §241.25 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.25 adopted to be effective October 25, 2009, 34 TexReg 7200.*

**§241.30. Requirements to Renew the Standard Principal Certificate.**

- (a) An individual who holds a standard principal or mid-management administrator certificate is subject to Chapter 232, Subchapter B, of this title (relating to Certificate Renewal and Continuing Professional Education Requirements).
- (b) To satisfy the requirements of this section, an individual must complete 200 clock-hours of continuing professional education every five years directly related to the standards in §241.15 of this title (relating to Standards Required for the Principal Certificate).
- (c) An individual who holds a valid Texas professional administrator certificate issued prior to September 1, 1999, may voluntarily comply with the requirements for continuing professional education in this section.

*Statutory Authority: The provisions of this §241.30 issued under the Texas Education Code, §§21.003(a), 21.041(b)(2)-(4), and 21.046(b)-(d).*

*Source: The provisions of this §241.30 adopted to be effective March 14, 1999, 24 TexReg 1616; amended to be effective September 2, 1999, 24 TexReg 6751; amended to be effective June 10, 2001, 26 TexReg 3929; amended to be effective June 21, 2005, 30 TexReg 3581; amended to be effective October 25, 2009, 34 TexReg 7200.*