

## **LICENSURE - ADMINISTRATORS**

All administrators shall hold a Master's degree in educational leadership or educational administration. They shall also be licensed for teaching and educational administration by the State of Illinois. Any exception must be approved by the Superintendent of Schools.

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### Process for Granting Exceptions

At times, the pastor/ pastors' board may determine that it is in the best interest of the Catholic school to hire an administrator who does not possess all the educational qualifications required by policy A-213. In this instance, the pastor shall write to the Superintendent of Schools for a waiver of requirements which the applicant does not possess.

The request shall specify the reasons for requesting a waiver, along with specific plans and timelines for obtaining the requirements.

After careful consideration, the Superintendent shall decide whether or not to grant the requested waiver and shall communicate this decision in writing to the local pastor.

If the waiver is granted to an applicant working toward licensure requirements, the applicant and pastor shall also be informed by the Superintendent that renewal of the waiver may be contingent on timely progress toward obtaining requirements.