

# DIVISION OF HUMAN RESOURCES

## STANDARD MINIMUM REQUIREMENTS

### DEKALB COUNTY SCHOOL DISTRICT POSITION REQUIREMENTS PREREQUISITES

*Revised July 2024*



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SUPERINTENDENT

Information contained within this document only summarizes the Standard Minimum Requirements for interested individuals. If there is a discrepancy between the information in this document and the District Standard Operating Procedure, the documents contained by the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

## STANDARD MINIMUM REQUIREMENTS

The educational and experience-related provisions referenced herein are the generally accepted standard requirements prescribed for the designated position classifications within the DeKalb County School District. The district also recognizes generally accepted professional credentials, such as engineering registration, successful completion of certain actuarial examinations, or a Certified Public Accountant certificate as being equivalent to meeting minimum educational requirements. Examples of such alternate provisions are generally included in the qualification standard for the occupational series.

The following criteria will be used to determine the acceptability of post-high school education or training at an accredited business or technical school, junior college, college, or university. It is the applicant's responsibility to provide documentation or proof that he or she has met the applicable educational provisions described in this subsection. An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable. The Division of Human Resources must ensure that the applicant's education or credentials meet the criteria.

The same minimum educational requirements apply to all applicants and employees, including employees detailed to an occupational series with minimum educational requirements.

It is important to recognize that on rare occasions there may be applicants who may not meet exactly the educational requirements for a particular series, but who may be demonstrably qualified to perform the work in that series because of exceptional experience or a combination of education and experience. In such instances, a more comprehensive evaluation of the applicant's entire background must be made, with full consideration given to both education and experience. To be considered qualified, the applicant's work experience must reflect significant full performance-level accomplishment directly applicable to the position to be filled and be verified by a panel of at least two persons who have professional standing in the field. Such verification is necessary to ensure that the applicant's background is compared to the appropriate duties and responsibilities required at the full performance level in the occupation. The comparison must be based on a correctly classified position specification or position classification standards or grade level criteria.

<b>Academic Divisions</b>	<b>Non- Academic Divisions</b>
Curriculum & Instruction Student Services Wrap Around Support School Leadership Accountability and Continuous Improvement Equity CEIP	Human Resources Finance Information Technology Legal Affairs Operations Strategic Management & Accountability Chief of Staff

**EXECUTIVE STAFF**  
**(Superintendent, Chief, Deputy Chief)**

**Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of ten (10) years experience as an administrator in a school system setting or as an executive with demonstrated successful advancement through the administrative or executive managerial hierarchy, as appropriate, required

**Non-Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** Minimum of ten (10) years of progressive field-based leadership experience required.

**AREA SUPERINTENDENT**

**Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of seven (7) years of previous experience as a principal required.

**EXECUTIVE DIRECTOR/EXECUTIVE ADMINISTRATOR**

**Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of five (5) years previous experience as a Principal for an Executive Administrator. Minimum of five (5) years of previous leadership experience for an Executive Director.

**Non-Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** If no school administration experience is held, seven (7) years of progressive managerial/administrative level experience in an industry-related field is required.

## **DIRECTOR**

### **Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.

### **Non-Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is preferred. If a Master's degree is not held a Bachelor's degree is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** Minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required for all persons with school administrator experience at the time of hire.

If no school administration experience is held, a minimum of nine (9) years of progressive managerial/administrative level experience in an industry-related field is required.

## **COORDINATOR III/MANAGER III**

### **Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of three (3) years of managerial/administrative level or school-based closely related experience is required.

### **Non-Academic**

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is preferred. If a Master's degree is not held a Bachelor's degree with at least 5 (five) years of related experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** A minimum of three (3) years of previous experience with a Master's degree is preferred, or a minimum of seven (7) years of progressive managerial/administrative level experience in an industry-related field with a Bachelor's degree, is required.

## **COORDINATOR II/MANAGER II**

### **Academic**

**EDUCATION:** Master’s degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of three (3) years of managerial/administrative level or school-based closely related experience is required.

**Non-Academic**

**EDUCATION:** Master’s degree from a Professional Standards Commission-approved accredited college or university is preferred. If a Master’s degree is not held a Bachelor’s degree is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** A minimum of three (3) years of previous experience with a Master’s degree is preferred, or a minimum of five (5) years of progressive managerial/administrative level experience in an industry-related field with a Bachelor’s degree, is required.

**COORDINATOR I/MANAGER I**

**Academic**

**EDUCATION:** Bachelor’s degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** None

**EXPERIENCE:** Minimum of three (3) years managerial/administrative level or school-based closely related experience is required.

**Non-Academic**

**EDUCATION:** Bachelor’s degree from a Professional Standards Commission-approved accredited college or university is required with at least 3 years of experience.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Support Personnel License required.

**EXPERIENCE:** A minimum of three (3) years of previous experience with a Master’s degree is preferred, or a minimum of five (5) years of progressive managerial/administrative level experience in an industry-related field with a Bachelor’s degree, is required

**SPECIALIST**

**LEVEL III:** A Bachelor's degree from a Professional Standards Commission-approved accredited college or university with three (3) years of industry-related experience is preferred. If a Bachelor's degree from a Professional Standards Commission-approved accredited college or university is not held, an Associate's degree with five (5) years of experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL II:** Associate’s degree or equivalent completed college coursework from a Professional Standards Commission-approved accredited college or university is required. A minimum of three (3) years of related industry experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL I:** Associate’s degree from a Professional Standards Commission-approved accredited college or university with three (3) years of industry-related experience is preferred. If an Associate’s degree from a Professional

Standards Commission-approved accredited college or university is not held, a high school diploma or GED with three (3) years of experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

### **ANALYST**

**LEVEL III:** A Bachelor's degree from a Professional Standards Commission-approved accredited college or university with three (3) years of industry-related experience is preferred. If a Bachelor's degree from a Professional Standards Commission-approved accredited college or university is not held, an Associate's degree with five (5) years of experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL II:** Associate's degree from a Professional Standards Commission-approved accredited college or university with three (3) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any combination of certifications, training and licenses totaling at least 60 semester hours, or 90 quarter hours is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL I:** High school diploma or GED equivalent required with a minimum of three (3) years of closely related industry experience and demonstration of proficiency necessary to perform the duties for the position required.

### **MECHANIC/TECHNICIAN**

**LEVEL III:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university with 6-10 years of industry-related experience is preferred.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL II:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university with 3-6 years of industry-related experience is preferred.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL I:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university with 0-3 years of industry-related experience is preferred.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

### **SUPERVISOR**

**LEVEL III:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of ten (10) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any equivalent combination of education certifications, training, and licenses is required.

**LEVEL II:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of five (5) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any equivalent combination of education certifications, training, and licenses is required.

**LEVEL I:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of three (3) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any equivalent combination of education certifications, training, and licenses is required.

### **ACCOUNTANT/AUDITOR**

**LEVEL III:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of six (6) years of industry-related experience is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL II:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of four (4) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any equivalent combination of education certifications, training, and licenses is required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to position preferred.

**LEVEL I:** Associate's degree from a Professional Standards Commission-approved accredited college or university with a minimum of two (2) years of industry-related experience is preferred. If an Associate's degree from a Professional Standards Commission-approved accredited college or university is not held, any equivalent combination of education certifications, training, and licenses is required.

### **SECURITY**

**EDUCATION:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university is preferred. If a Bachelor's degree is not held a high school diploma or GED is required.

**CERTIFICATES, LICENSES, PERMITS:** None.

**EXPERIENCE:** If a Bachelor's degree is not held, a minimum of three (3) years of previous experience with a high school diploma or GED is required.

### **CLERK**

**LEVEL III:** A high school diploma with 6-10 years of relevant experience, or an equivalent combination, is required.

**LEVEL II:** A high school diploma with 3-6 years of relevant experience, or an equivalent combination, is required.

**LEVEL I:** A high school diploma with 0-3 years of relevant experience, or an equivalent combination, is required.

### **SYSTEM SUPPORT - CLERICAL**

**OFFICE SPECIALIST:** Associate's degree in the area relative to office administration, accounting, or technology from a Professional Standards Commission-approved accredited college or university with a minimum of three (3) years of experience in executive-level office management is preferred. High school diploma or GED equivalent required with a minimum of five (5) years of experience in executive-level office management is required.

**EXECUTIVE ASSISTANT:** Associate's degree in area relative to office administration, accounting, or technology from a Professional Standards Commission-approved accredited college or university with a minimum of three (3) years of experience in executive-level office management is preferred. High school diploma or GED equivalent required with a minimum of five (5) years of experience in executive-level office management is required.

**ADMINISTRATIVE ASSISTANT:** A high school diploma with 3-6 years of relevant experience, or an equivalent combination, is required.

**SECRETARY:** A high school diploma with 3-6 years of relevant experience, or an equivalent combination, is required.

## SCHOOL-BASED POSITIONS

### PRINCIPAL

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of seven (7) of experience in education, including experience as a classroom teacher. Prior supervisory/administrative experience is preferred.

### ASSISTANT PRINCIPAL

**EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**EXPERIENCE:** Minimum of three (3) years of progressive managerial/administrative level experience in an industry-related field is required

### TEACHER-INSTRUCTOR

**LEAD TEACHER, SPECIAL EDUCATION:** Master's degree from a Professional Standards Commission-approved accredited college or university in special education or educational leadership required. A minimum of three (3) years' experience as a special education classroom teacher is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Professional Standards Commission-approved certificate in a field of special education at levels L-5 or S-5 or above is required; **and either** Valid Professional Standards Commission-approved director of special education endorsement is required; **and either** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**COUNSELOR:** Master's degree in education or human services (guidance, counseling, etc.) field from a Professional Standards Commission-approved accredited college or university required.

**CERTIFICATES, LICENSES, PERMITS:** A valid Professional Standards Commission-approved certificate in guidance and counseling at level S-5 or above is required.

**EXPERIENCE:** Minimum of three (3) years of teaching, counseling, at-risk youth casework, or closely related experience is required.

**TEACHER/EDUCATOR/INSTRUCTOR:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university in a relevant educational field is required.



**CERTIFICATES, LICENSES, PERMITS:** Valid Professional Standards Commission-approved certificate in the appropriate educational field at level T-4 or above required. Valid Professional Standards Commission-approved subject-specific endorsements are required.

**MEDIA SPECIALIST:** Master's degree in education or library media or closely related field from a Professional Standards Commission-approved accredited college or university required.

**CERTIFICATES, LICENSES, PERMITS:** A valid Professional Standards Commission-approved certificate in library media specialist at level S-5 or above is required.

**EXPERIENCE:** Minimum of three (3) years of teaching or closely related experience is required.

**NON-EDUCATOR/PROFESSIONAL:** Bachelor's degree from a Professional Standards Commission-approved accredited college or university in the relevant field required.

**CERTIFICATES, LICENSES, PERMITS:** Applicable to the position required.

**INTERPRETER FOR HEARING IMPAIRED:** High school diploma or GED equivalent is required. Associate's degree from an approved accredited college or university in an accredited interpreter training program is preferred. A minimum of one (1) year of experience as an interpreter for deaf or hard of hearing is required.

**CERTIFICATES, LICENSES, PERMITS:** Valid approved certificate from the Registry of Interpreters for the Deaf, the National Association of the Deaf, or Georgia Registry of Interpreters for the Deaf (Quality Assurance Rating of Level III or higher).

**PREKINDERGARTEN TEACHER (CERTIFIED):** Bachelor's degree from a Professional Standards Commission-approved accredited college or university required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Professional Standards Commission approved certificate at level T-4 or above required with one of the following:

- Early Childhood Education (P-5)
- Birth through Five
- Elementary Education (P-8)
- Birth to Five Endorsement
- Special Education General Curriculum Consultative in Early Childhood Education (P-5)
- Special Education Preschool (Ages 3-5) Endorsement

**PREKINDERGARTEN TEACHER (NON-CERTIFIED):** Bachelor's degree from a Professional Standards Commission-approved accredited college or university required. Degree in one of the following:

- Early childhood
- Elementary education
- Child development/Family and Consumer Sciences
- Psychology or social work (not sociology) PLUS one of the following:
  - Associate's degree in early childhood education,
  - A Montessori diploma (for approved Montessori Curriculum sites)
  - A valid, nationally recognized Child Development Associate (CDA) credential

- An education/child development-related field documented by an official transcript from the college/university (15 semester hours / 25 quarter hours of early childhood education coursework is the minimum to qualify as a related field)

**PARAPROFESSIONAL:**

**EDUCATION:** High school diploma or GED equivalent required.

**CERTIFICATES, LICENSES, PERMITS:** Valid Georgia Professional Standards Commission Paraprofessional Certificate.

**SYSTEM SUPPORT - FIELD**

**FOOD SERVICE:** A high school diploma or GED equivalent is required.

**BUS DRIVER:**

**EDUCATION:** High school diploma or GED equivalent preferred.

**CERTIFICATES, LICENSES, PERMITS:** Valid Ga. Class B CDL Driver's License with S & P endorsements. Must provide our Human Resources Records Department with a seven-year motor vehicle report and have "NO" more than "ONE" citation in the previous seven years. Must complete the School Bus Driver training program prescribed by State and Local policies.

**BUS MONITOR:** High school diploma or GED equivalent preferred. A minimum of six (6) months years of experience working with students with disabilities is preferred. Knowledge of 2-way radio communication preferred. Reliable transportation is required.

**CERTIFICATES, LICENSES, PERMITS:** CPR and First Aid Certification are required. If no CPR and First Aid Certification, the applicant must possess the ability to obtain certification within ninety (90) days of initial hire.