District employees who are interested in a career as an assistant principal or principal are invited to apply for the 2011-12 Leadership Academy Program. Certified employees who are enrolled in or have completed administrative certification programs are considered eligible for consideration. District employees who have state administrative certification (or will have by June 30, 2011) will benefit most from this special leadership development offering.

To be eligible to participate, Richland One employees must:

1. Possess a current and valid South Carolina teacher’s certificate
2. Be formally admitted into or have completed a educational leadership program from a recognized and accredited institution
3. Obtain written support and recommendation from the current principal (or supervisor), plus other required endorsements.
4. Return terms of participation agreement as required, which includes expectations of attendance, assignments, and participation.
5. Complete all phases of application and screening process, including a writing sample, panel interview, and in-basket activities.

DEADLINE FOR RECEIPT OF APPLICATION PACKET AND ALL MATERIALS: MARCH 7, 2011

Please ensure that the application packet is complete, including writing sample, transcripts, and references. Only completed applications will be considered.

Application packets and materials must be returned in person (by appointment) to Sanita Savage, Olympia Professional Development Center, Room F-08
Submission appointments will be scheduled as requested between February 9th and March 7th.
For appointments, call 400-1705.
Applicants are encouraged to submit materials prior to the March 7th deadline.

After a paper screening, those successful applicants will be invited to a personal interview and an in-basket exercise on March 21st and 23rd. You will be notified of appointments by March 14th so that arrangements can be made for class coverage if necessary.
Leadership Academy Application
Please submit the information requested below: (Please type.)

Name (As it appears on your teacher’s certificate)_____________________________________

Last Five Digits of your Social Security Number:_____________________________________

South Carolina Teacher’s Certificate Number:_______________________________________

Address:  ______________________________________________________________________

_______________________________________________________________________________

Areas of Certification:____________________________________________________________

Telephone:  Home ________________________ Work ___________________________________
               Cell #________________________ E-mail _________________________________

Current Assignment:____________________________________________________________
                  Location:_____________________________________________________________

(Note: Those employees who have or will have administrative certification by June 30, 2010 are encouraged to apply.)

Certification Status for Leadership Positions:

_____ I am currently certified as a principal, supervisor, or superintendent in South Carolina.
    Area of Leadership Certification:___Elementary   ___Secondary

_____ I am currently certified as a principal, supervisor, or superintendent in another state and am (or will be) pursuing like certification in South Carolina.

_____ I am formally enrolled in an accredited higher education institution pursuing a degree in educational leadership.

College of University Enrolled:_____________________________________________________

Expected Date of Graduation:_____________________________________________________

Have you ever applied or been accepted into a leadership development program before? Is so, in the space below please provide the name of the program, the dates of participation, the date of completion, and contact information on the sponsors or facilitators of the program.____________________________________________________________________

______________________________________________________________________________

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I. Work History (Please begin with most current position.)

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<th>Dates</th>
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<th>Place of Employment</th>
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II. Education

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<th>Date</th>
<th>College/University</th>
<th>Address</th>
<th>Degree Awarded</th>
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A copy of your college coursework should be attached. If you are pursuing a Masters degree, undergraduate transcripts are required. If you are pursuing Educational Specialist or Ed. D degrees, graduate transcript(s) are required. Unofficial copies are acceptable for this application.

III. Significant Leadership Positions Held: (School, District, Community)

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IV. Leadership Awards, Honors, or Achievements

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(Copies of leadership awards, honors, or achievements may be attached to the application.)
V. References: Please supply names of the persons who will provide references for you. These persons should be able to attest to your work as a professional and as a leader in the school, the district, and/or the community. You must include your current principal/supervisor as a reference. Failure to obtain a positive recommendation from your current principal will mean exclusion from further consideration.

You are to provide an envelope for each person named below for them to put the completed reference in. Have them seal it and sign over the envelope once it is sealed. You should return the sealed envelopes with your application packet.

Current Principal: ______________________________________________________
Former Supervisor
(or Current District-Level Administrator): __________________________________________
Professional Colleague: ______________________________________________________
Parent/Community Member: ______________________________________________________

VI. Personnel Record
In the space provided, please list and describe any personnel or disciplinary notices, actions, or reprimands that you have received during your professional career. You should include those that have been formally submitted to your official personnel file. This will not automatically exclude you from further consideration.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Acknowledgments and Terms of Participation

- I understand the application and screening procedures for the Leadership Academy.
- I understand that my selection to participate in the Leadership Development Program in no way guarantees that I will be chosen for either future leadership training opportunities or any administrative position by Richland District One.
- I agree to participate in any training activities outside of the teacher contract year in a non-pay status.
- I waive rights to access for the application, the references or other documents submitted with or related to this application.
- I authorize the district or its designated representative to request character and professional information from current and previous employers, supervisors, colleagues, and acquaintances.
- I agree to hold Richland District One and its employees, as well as previous employers, supervisors, and character references, harmless as to any information provided.
- I certify that all information supplied in this application is complete and accurate. I understand that I will be excluded from consideration if misleading or false information is submitted.
- I understand that participation may involve after normal work hours and/or during week-ends.
- I understand that on limited meetings, field experiences may necessitate my attendance during school time, which may necessitate the use of a substitute or other class coverage.
- I understand that assignments will be provided that all assignments must be completed with 85% mastery before completion of the Academy requirements.
- I understand that no additional compensation will be provided for participation.
- I understand that as directed by the Academy staff, I will be expected to shadow a current principal during school hours, which will necessitate securing coverage and/or substitute services for my assigned duties.
- I consent to periodic reference and performance checks during and after my participation in the Leadership Academy.

Signature____________________________________________Date___________________

The application packet and reference forms should be returned in person to:
Sanita Savage
Office of Professional Development
Olympia School Campus
Room F-08

Appointments are available between February 9th and March 7th and should be made by calling 400-1705.
Application Submission Checklist

_____ **Application** (2 pages)

_____ **Copy of Transcript(s)**  
(Employees who have a Bachelors degree should submit undergraduate degree transcript(s). Employees who have a Masters degree or higher should submit graduate degree transcript(s). Unofficial copies are acceptable for this application.)

_____ **Copy of Administrative Certification** - (If applicable)

_____ **Copy of SDE Certification Status** – This can be downloaded from [www.scteachers.org](http://www.scteachers.org). Go to certification status and type in requested information. The copy must have evidence of the date of the copy.

_____ **References** – All 4 references should be included with the application. They should be in sealed and signed envelopes. You MUST provide a reference from your current principal/supervisor.

Current Principal/Supervisor__________________________________________

Former Supervisor (or Current District level Administrator)__________________________________________________________________

Colleague:__________________________________________________________

Parent/Community Member:___________________________________________

_____ **Writing Sample:** Answer to the writing prompt provided.

_____ **Acknowledgements and Terms of Participation**

_____ **Resume:** Attach most recent copy.

_____ **Meeting Dates Reserved:** Regular monthly meetings will be held usually on the 4th Thursday nights, with exceptions being made for holidays. If there is a Summer Retreat, selected participants will be notified in advance. Specific dates will be released in advance.
WRITING SAMPLE FOR LEADERSHIP DEVELOPMENT PROGRAM

APPLICANT’S NAME: ______________________________________________________

On separate sheets and in your own hand-writing, please answer one of the following questions:

1. Define instructional leadership and explain why (based on your professional experiences, training, abilities, beliefs, and/or skills) you would be an effective instructional leader.

2. Provide evidence that you are a leader, including what strengths and weaknesses may impact your ability to be an effective school leader?

Please limit your response to three hand-written pages.
Scoring Guide for Writing Sample:

**Content**
1-3 Points = Below Average
4-6 Points = Average
7-9 Points – Above Average
10 Points = Excellent

**Grammar**
(Spelling, Punctuation, Usage)
10 Points – No errors
7-9 Points = < 3 errors
4-6 Points = Between 4-6 errors
1-3 Points – Over 6 errors

**Readability**
(Penmanship, Neatness)
10 Points = Excellent penmanship; very easy to read
7-9 Points = Good penmanship; easy to read
4-6 Points = Fair penmanship; some difficulty in reading
1-3 Points = Poor penmanship; difficult to read

*(Note: For failure to follow directions, up to 5 points will be deducted from the overall writing sample score.)*

Rating Guide for References
Current Supervisor Reference Weighting = 85 %
Other References – 15 %

Rating Guide for Leadership Roles:
School Level (Weighted 50%)
- Department Chair/Grade Level Chair/Team Leader
- CRT or Dean of Students
- School Improvement Committee (SIC)
- Student Intervention Team (SIT)
- Teacher Mentor
- Chair of School Committee
- Chair or co-Chair of School Sub-Committee
- Athletic Director
- Club Sponsor
- Coaching

District/Region/State and/or National Level (Weighted 30%)
- District Committee or Task Force
- State, regional, or national Committee, Board, or Task Force
- Presenting and state, regional, or national conferences
- State Test Reader/Reviewer
- Officer in state, regional, or national organization

Community (Weighted 20%)
- Volunteer Work
- Church Work or Committee
Reference for Applicant to Richland One’s Leadership Academy

_________________________________________ (Applicant’s Name) has applied for Admission to the Leadership Academy of Richland One. Applicants who are accepted should be among the elite professionals, exemplifying excellence in moral values, performance, and leadership. You have been asked to provide a reference to aid in the consideration of his/her candidacy. Based on your professional and personal interactions and knowledge of the applicant, please rate the following leadership skills and abilities using a 5 point scale, with 1 being LOW and 5 being HIGH. Space has been provided to you to write comments or to share additional information for each skill.

<table>
<thead>
<tr>
<th>Leadership Skill</th>
<th>Rating (1= LOW ; 5= HIGH)</th>
<th>Comment (s)</th>
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<tbody>
<tr>
<td><strong>Setting Instructional Direction</strong></td>
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<tr>
<td>Implementing strategies for improving teaching and learning; developing and articulating a shared vision and goals; provides direction; ability to lead a team or group</td>
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<tr>
<td><strong>Teamwork</strong></td>
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<td>Seeking and encouraging involvement of team members; modeling and encouraging the behaviors that move the group to task completion; supports group accomplishment</td>
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<td><strong>Sensitivity</strong></td>
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<td>Perceiving the needs and concerns of others; dealing tactfully in stressful situations or in conflict; knowing what information to communicate and to whom; relating to people of varying ethnic, cultural, and religious backgrounds</td>
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<tr>
<td>Leadership Skill</td>
<td>Rating (1=LOW; 5=HIGH)</td>
<td>Comment(s)</td>
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<tr>
<td><strong>Judgment</strong></td>
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<tr>
<td>Reaching logical conclusions and making high quality decisions based on available information; giving priority and caution to significant issues; seeking out relevant data, facts, and impressions; analyzing and interpreting complex information</td>
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<td><strong>Results Orientation</strong></td>
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<td>Assuming responsibility; recognizing when a decision is required; taking prompt actions as issues emerge; resolve short-term issues while balancing them against long-term objectives</td>
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<td><strong>Organizational Ability</strong></td>
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<td>Planning and scheduling their work and the work of others so that resources are used appropriately; scheduling the flow of activities; establishing procedures to monitor projects; practicing time and task management; knowing what to delegate and to whom</td>
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<td><strong>Oral Communication</strong></td>
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<td>Communicating clearly; making oral presentations that are clear and easy to understand; lack of grammatical errors when speaking; using clear diction and articulation</td>
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<tr>
<td><strong>Written Communication</strong></td>
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<tr>
<td>Producing writing that is clear and concise; demonstrating technical proficiency; writing</td>
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<tr>
<td>Leadership Skill</td>
<td>Rating (1= LOW ; 5= HIGH)</td>
<td>Comment (s)</td>
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<td><strong>Development of Others</strong></td>
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<td>Teaching, coaching and helping others; providing feedback to others</td>
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<td><strong>Understanding of Individual Strengths and Weaknesses</strong></td>
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<td>Ability to identify own strengths and weaknesses; taking responsibility for improvement through actively seeking learning and growth opportunities; striving for continuous learning and development</td>
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<tr>
<td><strong>Professional Ethics and Morals</strong></td>
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<td>Possessing highest standards of professionalism in personal life and at work; exhibits clear and acceptable standards for self and others; willing to take the tough and right stands on issues and positions</td>
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<td><strong>Interpersonal Skills</strong></td>
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<td>Approaches others in a dignified and respectful manner; possesses relationship skills that foster productivity and accomplishment; possesses pleasing personality traits</td>
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<tr>
<td><strong>Leadership</strong></td>
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<tr>
<td>Having and demonstrating the ability to lead others; holding positions or status as a leader in the school and/or school community;</td>
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Would you be pleased to have this employee as an assistant principal or principal at your child’s school (or at a school in your community)? ______ Yes    ______ No    ______ Maybe

Do you recommend this person for admission into the Leadership Academy and any accompanying district or graduate degree program? ___ Yes   ___ No   __With reservation

Please provide an explanation for any reservation(s) you may have about this person’s leadership ability or potential.______________________________________________________________
______________________________________________________________________________
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Is there anything that you think we need to know about this person and/or his/her experiences that will help us assess his leadership potential and skill? If so, please provide that information in the space below.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Name of Person Completing Reference:_____________________________________________

Reference Capacity:  
____ Principal or Immediate Supervisor  
____ Former Supervisor (Or Current District-Level Administrator)  
____ Colleague  
____ Parent/Community Member

Position Title: (If Applicable)______________________________________________________

Address_______________________________________________________________________

City/State_______________________________   Telephone____________________________

Email_________________________________________________________________________