

# Phase III Master Principal Application Arkansas Leadership Academy

Date \_\_\_\_\_

Please print the following:

Applications are due by **Monday, June 30, 2008**

## INDIVIDUAL INFORMATION

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

HOME STREET ADDRESS: \_\_\_\_\_

HOME CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ HOME E-MAIL: \_\_\_\_\_

FEMALE: \_\_\_\_\_

MALE: \_\_\_\_\_

AFRICAN AMERICAN: \_\_\_\_\_

ASIAN: \_\_\_\_\_

CAUCASIAN: \_\_\_\_\_

HISPANIC: \_\_\_\_\_

NATIVE AMERICAN: \_\_\_\_\_

OTHER: \_\_\_\_\_

## SCHOOL INFORMATION

SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

WORK ADDRESS - STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ PHONE: \_\_\_\_\_

WORK FAX: \_\_\_\_\_ WORK E-MAIL: \_\_\_\_\_

EDUCATIONAL COOPERATIVE FOR YOUR DISTRICT: \_\_\_\_\_

TOTAL YEARS AS PRINCIPAL: \_\_\_\_\_ (PLEASE RECORD YEARS OF EXPERIENCE AS A PRINCIPAL BELOW)

DATES

SCHOOL / GRADE LEVEL

DISTRICT

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE CHECK THE ONE THAT MOST ACCURATELY DESCRIBES YOUR SCHOOL'S CURRENT PERFORMANCE: LOW PERFORMING \_\_\_\_\_ MIDDLE \_\_\_\_\_ HIGH \_\_\_\_\_

CURRENTLY PRINCIPAL OF THE FOLLOWING SCHOOL LEVEL:

ELEMENTARY: \_\_\_\_\_

MIDDLE SCHOOL: \_\_\_\_\_

OTHER (please specify): \_\_\_\_\_

JUNIOR HIGH: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_

GRADE LEVELS SERVED \_\_\_\_\_

**Arkansas Leadership Academy  
Master Principal Program  
Phase III**

**PORTFOLIO REQUIREMENTS**

**Section I: Context Information (comprises 15% of selection criteria)**

The Context Information section focuses on three areas: professional references, professional contributions, and student achievement. The candidate is expected to provide the evidence requested for each area.

**1. References**

Three letters of reference are required from people who represent the different stakeholder groups which are listed below. As the reference is requested, applicants should explain the five performance areas to those who are making the referral. It is the applicant's discretion whether these letters of reference should be returned to the applicant in sealed envelopes or not. The letters should be **included** with the portfolio upon delivery to the Academy. You may use plastic sheet covers for the letters of reference.

- 1.1 Reference letters should be provided by **one person from each** of the following three categories:
  - School leaders (example: teacher, administrator, student)
  - District leaders (example: board member, superintendent, other central office senior staff)
  - Community leaders: (example: parent organization, business, civic leader, higher education, regional cooperative)
  
- 1.2 Reference letters should provide evidence of the candidate's leadership knowledge, skills, and/or experience. Each letter may or may not reflect all five areas; however, all five areas should be reflected within the summation of the correspondence from all letters of reference:
  - Creating and Living the Vision and Mission
  - Leading and Managing Change
  - Building and Maintaining Accountability Systems
  - Deep Knowledge about Teaching and Learning
  - Building and Maintaining Relationships

**2. Professional Contributions**

Describe professional contributions from your career as a building administrator. Limit your description to 375 words for all 5 categories. Use a 12-point legible font with double spacing.

- 2.1 Design and/or lead learning experiences for adults (workshops, institutes, training of trainers)
- 2.2 Evaluation of learning experiences for adults (workshops, institutes, training of trainers)
- 2.3 Leadership position(s) in state, regional, and national associations
- 2.4 Leadership role in state, regional and national presentations, workshops, briefings
- 2.5 Write for state, regional, or national publications
- 2.6 Other

### 3. **Student Achievement**

In order to capture a more complete picture of your school, submit graphic representation of your student achievement data as well as written analyses of these data. In your analysis of these data, indicate how long you have been principal at your current school.

**Criterion-referenced test data:** Collect three years of trend data about your students for all sub-populations for which you are responsible as well as combined population data from your criterion-referenced tests in reading, writing, and mathematics. If you do not have three years of trend data for your school, submit the data that you do have. Based on these data, create bar graphs and provide an analysis of your school's progress based on these data. Submit your bar graphs and your analyses. Do not submit administrative reports nor any teacher or student identifiable data.

**Norm-referenced test data:** Collect three years of trend data about your students from your norm-referenced tests focusing on elements of literacy and mathematics. If you do not have three years of trend data for your school, submit the data that you do have. Based on these data, create bar graphs and provide an analysis of your progress based on these data. Submit your bar graphs and your analyses. Do not submit administrative reports nor any teacher or student identifiable data.

**Other data:** Analyze other data that you are using these to drive school improvement. Provide bar graphs to represent your data.

Interviews -The Arkansas Leadership Academy may conduct interviews of the candidate, candidate references, and/or others from their school, district or community.

#### **Section II: Performance Information (comprises 85% of selection criteria)**

The Performance Information section describes the expectations for the portfolio content submitted by a candidate to demonstrate leadership in each of the five performance areas. The performance-based portfolio guidelines are as follows:

Each portfolio should consist of the applicant's story of his or her school, bulleted evidence of performance, and artifacts that support the evidence and the story.

- ◆ The applicant's story should describe the school through the lenses of the five performance areas of leadership. The writer should address where the school has been, where it is now, where it is moving, and how that will take place. The story should be no more than ten pages in length, double-spaced, with a 12-point legible font.
- ◆ Evidence of performance in each area should be presented in bulleted form and should address all categories and sub-categories of the five performance areas. Each performance area should be no more than three pages in length, double-spaced, with a 12-point legible font with the exception of Developing Deep Knowledge of Teaching and Learning which should be divided into two areas: Academic Rigor and Quality Teaching, each of which may be up to three pages.
- ◆ One artifact should be chosen to support each of the five performance areas except Developing Deep Knowledge of Teaching and Learning. Two artifacts should be chosen to support the area of Developing Deep Knowledge of Teaching and Learning—one for Academic Rigor and one for Quality Teaching. The rationale for choosing each artifact should be described either within the story or the bulleted evidence points or both.

**In addition to your portfolio, make twelve more copies of your sets of story and bullets and include those with your shipment.**

**Principal Institute Dates:** September 16-19, 2008  
December 9-11, 2008  
April 7-9, 2009



**COMMITMENT:**

**PRINCIPAL**

All information submitted is accurate to the best of my knowledge.

PRINCIPAL  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERINTENDENT**

IF \_\_\_\_\_ IS SELECTED TO ATTEND THE ARKANSAS  
MASTER PRINCIPAL INSTITUTE FOR THIS PHASE,  
I COMMIT TO SUPPORT HIM/HER THROUGH THIS ENDEAVOR.  
I UNDERSTAND THAT HIS/HER ATTENDANCE AT ALL SESSIONS IS MANDATORY  
I AGREE TO ATTEND A MASTER PRINCIPAL ORIENTATION SESSION IF THIS  
APPLICANT IS SELECTED.

I CERTIFY THAT THIS CANDIDATE IS A FULL-TIME BUILDING PRINCIPAL AND HAS A  
TOTAL OF \_\_\_\_\_ YEARS EXPERIENCE AS A PRINCIPAL (EXCLUDING ASSISTANT PRINCIPAL  
EXPERIENCE).

SUPERINTENDENT  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Submit application before June 30, 2008 to:      Arkansas Leadership Academy  
University of Arkansas, West Avenue Annex  
346 N. West Avenue, Room 300  
Fayetteville, AR 72701  
Office: (479) 575-3030  
Fax: (479) 575-8663