

Phase III Master Principal Application Arkansas Leadership Academy

Date _____

Please print the following:

Applications are due by Wednesday, June 30, 2010

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)

<u>DATES</u>	<u>SCHOOL / GRADE LEVEL</u>	<u>DISTRICT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 that you have presented or facilitated (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.

PLEASE DO NOT USE PLASTIC SHEET COVERS FOR THE PAGES OF YOUR STORY!

BULLETS. If needed, you may encase the artifacts in plastic sheet covers.

- ◆ 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 14-17, 2010
December 7-9, 2010
April 18-20, 2011



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 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'S NAME (PLEASE PRINT) _____

SUPERINTENDENT'S
SIGNATURE _____ DATE _____

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Submit application by June 30, 2010 to: Arkansas Leadership Academy
1 University of Arkansas
346 N. West Avenue, Room 300
Fayetteville, AR 72701
Office: (479) 575-3030
Fax: (479) 575-8663

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