

University of Alaska Anchorage

College of Education
Department of Educational Leadership



3211 Providence Drive, PSB 218, Anchorage, Alaska 99508-4614
907.786.4450 Fax 907.786.4313

edl@uaa.alaska.edu

Principal or *Superintendent Application*

Students complete two separate applications:

1) **Application to Enrollment Services:** Visit this link for the on-line application:
<http://www.uaa.alaska.edu/admissions/index.cfm>

2) **Application to the College of Education Department (COE) of Educational Leadership** (this paper form)

Submit the COE application to the address above.

Incomplete applications will not be processed. Contact the Program Manager, Mikayla, at the above email address to inquire about the status of your COE application.

Name: _____	Student ID #: _____
Address: _____	
Street	City State Zip
Work Address: _____	
Street	City State Zip
Home Phone: _____	Cell Phone: _____
Work Phone: _____	Fax: _____
Email address: UAA (if known) _____	
UAA will use student's UAA email addresses for all formal communication. When you are assigned a UAA email or if you already have one you may forward it to a personal email.	
Email address: Personal _____	

Degree / Certificate Desired (check one):

- 1st Masters (M. Ed.): Principal: 36 Credits
- 2nd Masters (M. Ed.): Principal: 24 Credits
- Graduate Certificate: Principal: 24 credits
- Graduate Certificate: Superintendent: 24 credits

Level Desired (check one):

- Principal K-8
- Principal 7-12
- Principal K-8 & 7-12
- Superintendent

Requesting Start Date:

Year: _____ Semester: spring summer fall

State Certification Information: (INCLUDE A COPY IN YOUR APPLICATION)

Administrative Elementary Middle School Special Services
Secondary (list subject) _____

State _____ University Recommendation from: _____

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**Supporting Documentation Required:**

1.  **Experience:** Attach a *resume* that includes the following information:  
Any experience you have had in teaching children or adolescents, or in school administration, the position/role you assumed, who supervised or employed you, a description of the individuals you served, and the dates you performed the service.
2.  **Goal Statement:** Attach a brief statement about why you are applying to the program and what you intend to do when you are finished. For example, the type of individuals you expect to work with, kind of position you are interested in, the work setting, etc.
3.  **Three Rating Sheets:** Ask three professionals who are aware of your leadership potential to complete three (3) rating forms (one form each). Letters of recommendation will be accepted in lieu of the rating forms but they must include information about your potential as a leader. At least one form must be completed by a current supervisor.

**Application Process**

1.  Complete an online application form for Enrollment Services (see link on page 1 - use UAOnline).
2.  Complete COE Educational Leadership application form (this document). Include all supporting documentation, including three (3) Field Experience Rating Forms. Submit the form to COE Department of Educational Leadership at address on page 1.
3.  Request that transcripts be sent directly to UAA: UAA, Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.

**ADMISSION CRITERIA**

**Minimum Qualifications**

1. Superintendent Program:
  - a. Teaching Certificate, Master’s Degree, and Type B Certificate.
2. Principal Program:
  - a. At least one year of experience as a certificated elementary teacher, secondary teacher, or building-level special services provider.
  - b. A current teacher or special services provider (Type C) certificate or equivalent. The Type C certificate must have an endorsement in School Counselor, Speech-Language Pathologist, or School Psychologist.
  - c. Baccalaureate degree from regionally accredited institution
  - d. 3.0 GPA

The Alaska State Department of Education requires **three (3) years of successful certificated contract experience as a teacher or special services provider (Type C)** in order to receive a Type B administrative certificate. For a **Superintendent's endorsement**, candidates must have five years (minimum three years as a teacher and one as an administrator) of experience. Both endorsements require a grade point average of 3.0 (on a 4.0 scale).

For more information please contact the Program Manager at 907-786-4450 or by email at [edl@uaa.alaska.edu](mailto:edl@uaa.alaska.edu).

### **Internship: Professional Field Practice**

An internship is required. Applications are due on the 3<sup>rd</sup> Friday of April to begin your internship in the Fall (see internship application on file). The internship is one year long.

## ***GRADUATION REQUIREMENTS***

Student enrolled in a M. Ed. (master's) or Graduate Certificate program must apply to graduate by the posted dates:

|                            |                         |
|----------------------------|-------------------------|
| <b>Apply by March 1</b>    | For May Graduation      |
|                            |                         |
| <b>Apply by November 1</b> | For December Graduation |
|                            |                         |
| <b>Apply by July 1</b>     | For August Graduation   |

The department does not have an 'endorsement only' program. Students cannot just sign up for a collection of courses and receive an Institutional Recommendation for a state certificate. All students in the M. Ed. or Graduate Certificate program must apply for graduation. Institutional Recommendations will be denied if you fail to apply for graduation and/or fail to graduate.

My signature indicates that I understand I must apply to graduate by the published deadlines. I also understand that students in the Graduate Certificate program must graduate and follow the above procedures.

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Signature of Student

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Date

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## Field Experience Rating Form

The applicant named below is applying for admission to a professional preparation program in *Educational Leadership*. Please complete this form and return to the applicant – use a sealed envelope if preferred. The applicant will then submit the rating form with their application to the Department.

**Applicant Information:** (to be completed prior to giving to Evaluator)

|                                                                           |                            |
|---------------------------------------------------------------------------|----------------------------|
| Name: _____                                                               | Date: _____                |
| Address: _____                                                            |                            |
| Student ID #: _____                                                       | Dates of Employment: _____ |
| Position Held: _____                                                      | Location: _____            |
| Seeking Admission for:    Principal            Superintendent    Program. |                            |

**Notice:** Public law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all of their official educational records. This right extends to letters of recommendation written on or after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

|                                                   |                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WAIVER FORM: I, _____<br><small>Candidate</small> | the undersigned, hereby waive any right or<br>privilege provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter of<br>recommendation. I expect that the observations made shall remain confidential between the writer and the person agency or<br>organization to which any reference may be addressed. |
| Date: _____                                       | Signature _____                                                                                                                                                                                                                                                                                                                                          |

**General Comments:**

| Please rate the applicant based on your knowledge and/or observations.                                                    | Not Observed | Unsatisfactory | Needs Improvement | Satisfactory | Outstanding |
|---------------------------------------------------------------------------------------------------------------------------|--------------|----------------|-------------------|--------------|-------------|
| Ability to relate to students                                                                                             |              |                |                   |              |             |
| Ability to relate to parents                                                                                              |              |                |                   |              |             |
| Ability to work with other teachers                                                                                       |              |                |                   |              |             |
| Effective direction of learning and curriculum                                                                            |              |                |                   |              |             |
| Enthusiasm in the educational environment                                                                                 |              |                |                   |              |             |
| Promptness, reliability, and dependability                                                                                |              |                |                   |              |             |
| Responsiveness to supervision                                                                                             |              |                |                   |              |             |
| Personal appearance                                                                                                       |              |                |                   |              |             |
| Potential to provide leadership for an educational organization                                                           |              |                |                   |              |             |
| Potential to guide instruction and provide for an effective learning environment                                          |              |                |                   |              |             |
| Potential to oversee the implementation of curriculum                                                                     |              |                |                   |              |             |
| Potential to use assessment and evaluation information about students, staff, and the community when making decisions     |              |                |                   |              |             |
| Potential to communicate with diverse groups and individuals with clarity and sensitivity                                 |              |                |                   |              |             |
| Potential to act in accordance with established laws, policies, procedures, and good business practices                   |              |                |                   |              |             |
| Potential to understand the influence of social, cultural, political, and economic forces on the educational environment. |              |                |                   |              |             |
| Potential to facilitate participation of parents and families as partners in the education of children                    |              |                |                   |              |             |
| <b>Overall: your estimation of this person as a future school administrator</b>                                           |              |                |                   |              |             |

Your recommendations regarding the applicants ability to work with, and lead teachers:

I have known this applicant since \_\_\_\_\_ and have observed him/her work with students for approximately \_\_\_\_\_ (amount of time)

**Evaluator Information:**

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| Signature: _____                      | Supervisor    Peer    Other _____ |
| Name: _____<br><small>(print)</small> | Date: _____                       |
| District: _____                       | Work Phone: (____) _____          |
| Mailing Address: _____                |                                   |
| E-mail Address: _____                 |                                   |