Carbon Lehigh Intermediate Unit #21

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SCHOOL LEADERSHIP PARTICIPANT APPLICATION

Applicant: Please complete all requested information and attach necessary documentation. Complete application packet is due no later than August 1, 2013. PLEASE NOTE: Incomplete application packets may NOT be processed.

Name: _____

School or District Department: _____

Principal or District Supervisor: _____

Contact #: Cell: _____ **Home:** _____ **School:** _____

E-Mail Address: _____

Years of School-based Experience: _____ **Current Position/Role:** _____

Phase I: Documentation
(Attach documents for each applicable item for Phase I.)

I have provided a current résumé highlighting leadership roles and experiences.   Yes ☐   No ☐
I have completed 3 years of school-based experience.   Yes ☐   No ☐
(Attach End-of-Year Evaluations for last 3 years.)
I have completed a Bachelor's Degree.   Yes ☐   No ☐
(An unofficial transcript copy is satisfactory.)

Phase II: Leadership Profile Assessment
Applicants who have submitted the appropriate documentation showing work experience and/or academic accomplishment meeting the Phase I criteria will be asked to submit a Leadership Profile. The Leadership Profile should be completed by the applicant's Mentor Principal / District Supervisor.

Phase III: Writing Sample
Applicants must include a writing sample on the "Purpose of Schooling". Please review the Professional Writing Sample rubric so you are aware of the expectations that will be used in reviewing your writing skills. Your sample should be 1000-1200 words.

Phase IV: Selection
Applicants selected for participation in the program will be notified in writing.

As the mentor principal, I agree to sponsor this applicant and provide administrative experiences so that at the end of the program he/she is a viable candidate for a school-based administrative position.

Applicant's Signature: _____ **Date:** _____

Mentor Principal Signature: _____ **Date:** _____

Helping Children Learn
"CLIU is a service agency committed to Helping Children Learn."

CLIU School Leadership Program
Leadership Profile

Applicant Name: _____

School: _____

DIRECTIONS: Please rate the candidate's experience on a scale of 0-5. This score rates the degree of experience in each area.

0 = No Experience   **3 = Average Experience**
1 = Little Experience   **4 = Above Average Experience**
2 = Some Experience   **5 = Exemplary Experience**

Experiences	Rating
Demonstrates Managing the Learning Environment	
a. Maintains exemplary classroom management.	
b. Meets with parents and students for academic needs.	
c. Assists an administrator in monitoring/scheduling cafeteria coverage.	
d. Assists an administrator in monitoring/scheduling bus duty.	
e. Served as grade chair, department chair or team leader.	
Exhibits Instructional Leadership	
a. Holds students to high expectations.	
b. Uses a variety of instructional strategies.	
c. Monitors student progress with assessments.	
d. Implements professional learning from professional development into instructional delivery to students.	
Uses Decision Making Strategies	
a. Recognizes problems and develops a selection of possible solutions.	
Develops Community and Stakeholder Partnerships	
a. Identifies possible partnership(s) with community businesses/groups that result in additional resources for the school.	
b. Works with administrator to implement opportunities for parental involvement.	
Recognizes Diversity	
a. Uses data to improve achievement of ELL and/or ESE students.	
b. Provides differentiated instruction for ELL and ESE students.	
c. Participates in school-wide multicultural programs.	
d. Incorporates multicultural activities into daily instruction.	
Incorporates Technology.	
a. Uses available technology.	
b. Attends technology training and incorporates new knowledge into instruction.	
c. Provides opportunities for students to use technology.	
Manages Learning, Accountability and Assessment	
a. Uses data to monitor student achievement and address student needs.	
b. Records and provides evidence of student learning gains.	
Exemplifies Ethical Leadership.	
a. Adheres to the principles of Professional Conduct.	
TOTAL SCORE	

This rating is for _____, who has applied for the CLIU School Leadership Program.

Signature of Mentor Principal _____ Date _____

School: _____ School Phone: _____

Professional Writing Sample Rubric

Criteria	4 – exceeds expectations	3 – meets expectations	2 – needs improvement	1 - unacceptable
Organization	Writing sample is professionally presented, logically ordered, intuitive to follow, and includes subtle and sophisticated use of transitions.	Writing sample has a clear organizational structure with minimal digressions or ambiguity. Transitions are apparent.	There is some level of organization, but sample is difficult to follow and ambiguous. Some use of transitions.	Unprofessionally formatted, lacking organization and structure; confusing. Transitions utilized minimally or not at all.
Clarity of Ideas	Central idea is well developed and clarity of purpose is exhibited throughout the writing sample.	Central idea and clarity of purpose are generally evident throughout the writing sample.	The central idea is expressed though it may be vague or too broad; Some sense of purpose is maintained throughout the writing sample.	Central idea and clarity of purpose are absent or incompletely expressed and maintained.
Grammar / Mechanics	Manipulates complex sentences for effect/impact. No punctuation or mechanical errors.	Uses complex sentences. Few punctuation or mechanical errors.	Uses some compound or complex sentences. Too many punctuation and/or mechanical errors.	Uses simple sentences. Riddled with punctuation and / or mechanical errors.
Effective Use of Language	Vocabulary is sophisticated and correct. Sentences vary in structure and length. Writer's tone is clear, consistent and appropriate for intended audience.	Vocabulary is varied, specific and appropriate. Writer's tone emerges and is generally appropriate to audience.	Vocabulary is used properly, though sentences may be simple. Writer's tone exhibits some level of audience awareness.	Vocabulary is unsophisticated and not used properly in very simple sentences. Tone is inappropriate.