

## ***Aspiring Administrator***

### ***Application for Preliminary Administrative Services Credential Program***

**Deadline: April 9, 2018**

#### **ELIGIBILITY**

- Copy of one of the following valid credentials: a.) a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or b.) a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possess a California services credential in pupil personnel services, health services for school nurse, teach librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
- Minimum of five years of experience in your credentialed area
- First priority will be given to participants who are currently employed within Sacramento County and Region 3

#### **SUBMISSION CHECKLIST**

- Completed Application Packet
- Personal Leadership Statement (see Application Item #4)
- Resume
- Copy of Transcripts (unofficial)
- Copy of a Clear or Life California Credential. (See specific credential eligibility requirements listed above)

#### **APPLICATION PROCESS**

- All application materials listed above must be submitted on or before April 9, 2018.

Either mail to:

Sacramento County Office of Education  
Leadership Institute  
P.O. Box 269003  
Sacramento, CA 95826  
Attn: Ashley Hatheway

Or, email all documents to [leadershipinstitute@scoe.net](mailto:leadershipinstitute@scoe.net)

- Participate in an interview with Leadership Institute faculty.
- Recommendations handled by the Leadership Institute.

**QUESTIONS?** Visit [www.scoeleadership.net](http://www.scoeleadership.net) or email [leadershipinstitute@scoe.net](mailto:leadershipinstitute@scoe.net)

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**1. PERSONAL INFORMATION**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

Gender  Male  Female

|               |  |   |   |
|---------------|--|---|---|
| Ethnic Origin | <input type="checkbox"/> Caucasian               | <input type="checkbox"/> American Indian/ Alaska Native | <input type="checkbox"/> Hispanic/Latino  |
|               | <input type="checkbox"/> Asian/ Pacific Islander | <input type="checkbox"/> African American               | <input type="checkbox"/> Decline to State |
|               | <input type="checkbox"/> Other _____             |   |   |

**2. PROFESSIONAL INFORMATION**

Job Title \_\_\_\_\_

School District \_\_\_\_\_

School \_\_\_\_\_

Total Years of Teaching Experience \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Work Email Address \_\_\_\_\_

Preferred email address for ongoing communication and contact roster \_\_\_\_\_

\_\_\_\_\_

### 3. EDUCATIONAL BACKGROUND

Degrees Earned (list degree, date, and institution for each):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

California Credentials (list exact title of each):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 4. PERSONAL LEADERSHIP STATEMENT

Attach a personal statement (12-point font, double-spaced, 3-5 pages), describing your leadership characteristics and sharing what role these characteristics would play in leading a school.

RECRUITMENT/APPLICATION TIMELINE 2018-19  
Preliminary Administrative Services Credential Program

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*TENTATIVE*

|                                     |  |
|-------------------------------------|--|
| January 2, 2018                     | Applications available at <a href="http://scoleadership.net">scoleadership.net</a> |
| February 6 or March 15, 2018        | Informational Meetings   |
| April 9, 2018                       | Applications due   |
| April - May 2018                    | Interviews held for potential candidates   |
| June 1, 2018                        | Announcement of participants for 2018-19 Institute                                 |
| June 15, 2018                       | Participants to confirm acceptance into program                                    |
| June 21, 2018                       | National University Master's Orientation   |
| July 6, 2018                        | 1 <sup>st</sup> payment due  |
| July 28, 2018                       | Course registration deadline via CAM   |
| July 17, July 26, or August 9, 2018 | Kindle pick-up/training  |
| August 25, 2018                     | Leadership Program<br>Overview/Orientation/Technology Training                     |
| September 8, 2018                   | First day of instruction   |