

***Aspiring Administrator
Application for Preliminary Administrative Services Program***

Deadline: April 6, 2018

ELIGIBILITY

- Copy of California Clear Teaching Credential and/or Service Credential
- Minimum of five years of experience in your credentialed area
- Passage and/or proof of registration for CBEST examination
- 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 California Clear Teaching Credential and/or Service Credential
- Copy of CBEST verification or proof of registration for CBEST examination OR for Multiple Subject Teaching Credential, a passing score on all three subsets of the CSET

APPLICATION PROCESS

- All application materials listed above must be submitted on or before April 6, 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

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

QUESTIONS? Visit www.scoeleadership.net or email 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

TENTATIVE

January 2, 2018	Applications available at scoleadership.net
February 6 or March 15, 2018	Informational Meetings
April 6, 2019	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 st payment due
July 28, 2017	Course registration deadline via CAM
July 17, July 26, or August 9, 2018	Kindle pick-up/training
August 25, 2018	Leadership Program Overview/Orientation/Technology Training
September 8, 2018	First day of instruction