



# Arkansas Leadership Academy

Master Principal Program

Phase II Application (2019 - 2020)

*We are pleased you are interested in participating in Phase II of the Master Principal Program. Congratulations on your efforts so far and your desire to continue to grow as a school leader!*

**Institute Sessions will be held at Winthrop Rockefeller Institute**

**Session 1: October 15 – 18, 2019**

**Session 2: January 14 – 16, 2020**

**Session 3: April 28 – 30, 2020**

## **DIRECTIONS FOR COMPLETING THE APPLICATION**

Parts A and B of the application may be found on the Arkansas Leadership Academy website at <https://arkansasleadershipacademy.org/programs/master-principal/>.

To submit the application, applicants will send part A of the application by email, fax or USPS. Part B will be sent by email only.

Send applications by email to [rdelsoto@uark.edu](mailto:rdelsoto@uark.edu).

Components of the application Part A - due no later than **June 23, 2019** via email, USPS or fax:

1. Application cover page (general and contact information)
2. Signature page (superintendent and principal commitments and dates)

*Application must have signed copies of components 1 and 2*

Components of the application Part B – due no later than **June 30, 2019** by midnight via email.

Enter your name, school name, and date in the heading of the application

3. 3-5 page Context of the Journey (your school story) double-spaced, 12 point font using the 5 Performance Strands as filter, but in the form of a narrative or case study. This story will be a reflective activity, a tool for the principal's communication with various stakeholders, and provide information for the Scoring team regarding the principal's leadership performance.
4. Responses to 5 Guiding Questions - one for each Performance Strand. Responses should describe practices using evidence-based language - not to exceed 2 pages (double-spaced, 12 point font).
5. Completed Self-Assessment. Using the ALA rubric, the principal will reflect on personal and school practices and assign a score for each strand and skill.

### **NOTE:**

*Academy staff may elect to contact the applicant for clarification or further explanation.*

*Candidates will be notified of acceptance status no later than August 1, 2019.*



# Arkansas Leadership Academy

## Phase II Master Principal Institute Application

Please print the following information:

Date: \_\_\_\_\_

### **INDIVIDUAL INFORMATION**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME EMAIL: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_

Native American \_\_\_\_\_ Caucasian \_\_\_\_\_ OTHER: \_\_\_\_\_

### **SCHOOL INFORMATION**

SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_ WORK EMAIL: \_\_\_\_\_

WORK FAX: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CO-OP: \_\_\_\_\_

TOTAL YEARS AS PRINCIPAL \_\_\_\_ (PLEASE RECORD YEARS 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 LEVEL OF STUDENT PERFORMANCE:

Low Performing \_\_\_\_\_ Middle Performing \_\_\_\_\_ High Performing \_\_\_\_\_

CURRENTLY PRINCIPAL OF THE FOLLOWING SCHOOL LEVEL: \_\_\_\_\_

GRADE LEVELS SERVED: \_\_\_\_\_

**MPI – PHASE II**  
**Session 1: October 15 – 18, 2019**  
**Session 2: January 14 – 16, 2020**  
**Session 3: April 28 – 30, 2020**

**COMMITMENT:**

**PRINCIPAL**

ALL INFORMATION SUBMITTED IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

PRINCIPAL'S  
SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERINTENDENT**

IF \_\_\_\_\_ IS SELECTED TO ATTEND THE ARKANSAS LEADERSHIP  
ACADEMY – MASTER PRINCIPAL INSTITUTE,

- I COMMIT TO SUPPORT HIM/HER THROUGH THIS ENDEAVOR.
- I UNDERSTAND THAT HIS/HER ATTENDANCE AT ALL SESSIONS IS MANDATORY.
- I UNDERSTAND THAT IF MY PRINCIPAL MISSES ANY OR ALL OF A SESSION, THE SCHOOL DISTRICT WILL RECEIVE AN INVOICE FOR INSTITUTE COSTS WHICH INCLUDE LODGING, MEALS, AND PARTICIPANT FEES.

SUPERINTENDENT'S NAME (please print) \_\_\_\_\_

SUPERINTENDENT'S EMAIL: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**[Submit application to rdelsoto@uark.edu](mailto:rdelsoto@uark.edu)**

**Arkansas Leadership Academy  
1 University of Arkansas  
346 N. West Avenue, Room 300  
Fayetteville, AR 72701  
Fax: (479) 575-8663  
Office: (479) 575-3030**

*Additional information about the Master Principal Institute is available on the Arkansas Leadership Academy website at <http://www.arkansasleadershipacademy.org>*

**Name:**

**School:**

**Date:**

### **Part 3: Context of the Journey**

The 5 Performance Strands should be used as a filter, but your writing will be in the form of a narrative or case study. This story will be a reflective activity, a tool for the principal's communication with various stakeholders, and provide information for the Scoring Team regarding the principal's leadership performance.

This is a 3-5 page narrative of the context of your journey (your school story). It should be double spaced using a legible Times New Roman 12 point font. Please copy and paste your narrative below.

### **Part 4: Guiding Questions for Performance Strands**

The questions below are designed to:

- a) Prompt reflection by the principal and schools' stakeholders.
- b) Improve the principal's communication about the key components of research-based effective practices in each of the ALA 5 Performance Areas as they are implemented in their school.
- c) Provide evidence to inform proficiency scores for the application.

As a systems-thinking leader who uses results-based change strategies, principals are not asked to address each Skill separately as coded in the Rubric, but rather to use the Rubric descriptions of the Performance Strand's Skills comprehensively to inform their responses.

Directions for responding to the prompts:

- Read the questions presented in each prompt.
- Reflect on what you are doing and would like to be doing in these areas.
- Review the Rubrics for the entire Performance Strand as they pertain to these questions.
- Draft your response in a word processing document.
- Responses should describe practices using evidence-based language.
- Review your draft response to make sure you have
  - Responded to what is being ask for each question
  - Addressed relevant considerations included in the Rubrics
- Carefully proof and finalize your response.
  - Each response should not exceed 2 pages
  - Double spaced
  - Times New Roman 12 point font
- Copy and paste your responses into the spaces provided

**Name:**

**School:**

**Date:**

**Performance Strand 1: Setting Clear and Compelling Direction**

How are you creating a shared purpose and implementing a strategic action plan for your school?  
Enter your response below

ALA use only:

Score:

**Performance Strand 2: Shaping Culture for Learning**

How are you building and sustaining a positive, diverse and collaborative culture for learning and work? Enter your response below.

ALA use only:

Score:

**Performance Strand 3: Leading and Managing Change**

How are you leading systemic change efforts to scale? Enter your response below.

ALA use only:

Score:

**Name:**

**School:**

**Date:**

**Performance Strand 4: Transforming Teaching and Learning**

Provide two examples (1 teacher and 1 student) of how you are ensuring high quality teaching and learning. Enter your response below.

ALA use only:

Score:

**Performance Strand 5: Managing Accountability Systems**

Describe adult and student accountability systems which ensure an equitable results-based culture of inquiry, learning, and decision-making? Enter your response below.

ALA use only:

Score:

**Part 5: Principal Self-Assessment Response**

NOTE: Reference the “*Guide to Self-Assessment and Professional LEARNING*.” Rate yourself on a scale of 1 (Lowest) to 5 (Highest)

- | <b>1. Setting Clear and Compelling Direction</b>                                   | <b>Rating</b> |
|--|---------------|
| 1.1 Develop shared purpose and coherent effort through mission, vision and beliefs |               |
| 1.2 Develop, implement and communicate a results-based strategic action plan       |               |
| 1.3 Establish a sense of urgency that leads to action                              |               |

**Overall Rating:**

**Comments:**

**Name:**

**School:**

**Date:**

**2. Shaping Culture for Learning**

**Rating**

- 2.1 Establish desired culture through norms, rituals, traditions, common language and cultural competencies
- 2.2 Promote a safe, positive, interactive and supportive climate
- 2.3 Build and sustain collaborative relationship and structures for learning and work
- 2.4 Infuse diversity of people, perspectives, ideas and experiences into the work
- 2.5 Use skills of influence, persuasion and advocacy to engage with multiple community sectors as a public leader

**Overall Rating:**

**Comments:**

**3. Leading and Managing Change**

**Rating**

- 3.1 Develop and distribute leadership to sustain a high performing organization
- 3.2 Deploy an integrated management system for systemic results
- 3.3 Use individual, group, and organizational change research, processes and tools
- 3.4 Use reflection, inquiry and assessment practices for continuous learning and improvement
- 3.5 Lead change efforts to scale

**Overall Rating:**

**Comments:**

**4. Transforming Teaching and Learning**

**Rating**

- 4.1 Expect high quality teaching and learning
- 4.2 Observe teaching practice and provide actionable feedback for professional learning
- 4.3 Ensure all learners engage in rigorous, relevant, and student-centered learning experiences
- 4.4 Become literate as a leader of digital learning environments
- 4.5 Ensure alignment of standards, curriculum, teaching, assessment and professional learning

**Overall Rating:**

**Comments:**

**Name:**

**School:**

**Date:**

**5. Managing Accountability Systems**

**Rating**

- 5.1 Use student performance-based accountability systems for decision-making
- 5.2 Use adult performance-based accountability systems for decision-making
- 5.3 Acquire, allocate and distribute resources equitably
- 5.4 Embrace implications from emerging knowledge to improve student and adult learning and performance

**Overall Rating:**

***Comments:***