

## *Aspiring Administrator*

### *Application for Administrative Services Credential Program*

*Deadline: April 9, 2012*

#### **ELIGIBILITY**

- Possession of a valid teaching or services credential
- Minimum of three years of teaching experience
- Passage and/or proof of registration for CBEST examination

#### **SUBMISSION CHECKLIST**

- Completed Application Packet
- Personal Leadership Statement (see Application Item #4)
- Resume
- Copy of Transcripts (unofficial)
- Copy of California Teaching Credential and/or Service Credential
- Copy of CBEST verification or proof of registration for CBEST examination

#### **APPLICATION PROCESS**

- All applications materials listed above must be submitted on or before April 9, 2012 to:

Sacramento County Office of Education  
Leadership Institute  
10461 Old Placerville Road, Suite 130  
Sacramento, CA 95827  
Attention: Kristen Coyle

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

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

*Application Form*

**1. PERSONAL INFORMATION**

Name \_\_\_\_\_

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

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

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

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

**2. PROFESSIONAL INFORMATION**

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

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

School \_\_\_\_\_

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

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

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

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

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

### 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.

*Aspiring Administrator  
Application Timeline*

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**February 1, 2012**      Applications for Aspiring Administrators available

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**April 9, 2012**      Applications due

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**April-May, 2012**      Interviews held for potential candidates

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**May 21, 2012**      Announcement of participants for 2012-2013 Institute

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**August 18, 2012**      Overview/Orientation/Technology Training

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**September 8, 2012**      First day of instruction for Tier I Administrator  
Credential Program

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