

Mississippi Alternate Path to Quality School Leadership Program Qualifications / Application Process

The Mississippi Community College Foundation, in collaboration with the Institute for Education and Workforce Development, is pleased to offer the Mississippi Alternate Path to Quality School Leadership Program, which will be known as MAPQSL.

The MAPQSL alternate route training program for administrator licensure includes the following curriculum:

- Fifteen (15) days summer training beginning June 3, 2019 (June 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26)
- Nine (9) Saturday sessions during the school year which may include a combination of webinars, online coursework, and/or face-to-face training
- One year internship and completion of a portfolio and action learning project with an approved successful principal as a mentor
- 1000 hours for the year of leadership duties will serve as the internship
- Supervision and mentorship through a certified NISL MAPQSL faculty member with on-site visits twice a year.

Qualifications

This program will be available to K-12 educators who meet the following qualifications and are selected through an application and interview process:

- Currently employed in a Mississippi school system
- Master's degree or higher from an accredited Institution of Higher Learning
- Valid Class AA Mississippi educator license with a qualifying endorsement
- Minimum three (3) years of teaching experience

Application Process

The application process for the MAPQSL program includes the following steps:

1. Applicants should complete, sign, and submit the MAPQSL application, the \$50 non-refundable application fee (cashier's check or money order made payable to MCCF / MAPQSL), and the required documents listed below:
 - Copy of a valid Class AA Mississippi Educator License
 - Verification of teaching experience from school district or districts (minimum of 3 years)
 - *Sealed transcripts for bachelor's and master's degrees. **All college transcripts from all institutions must be submitted in a sealed envelope(s) bearing the seal or signature of the registrar. Do not ask the institution to mail your transcript to this office! Transcripts should be mailed to you, but do not open the sealed envelope.*
 - Two to four page typed essay stating personal and professional goals, intent to be a school leader, prior leadership experience in the classroom, commitment to an experience working as an advocate for children and families, and why the candidate should be selected for the MAPQSL program
 - Signed Recommendation by Superintendent form (in application)
 - Letter of recommendation from the current superintendent or the Mississippi school superintendent in the district where the applicant will be employed during the school year to serve the leadership internship. The letter should verify the

candidate's interest in becoming a school leader and provide examples of the candidate's leadership experiences, excellence in teaching, and commitment to students. **In the letter the superintendent must also agree to provide for 1,000 hours for the year internship with a successful district principal. The superintendent letter must identify the administrative position and describe the duties that will be carried out by the applicant.** The internship may include leadership team responsibilities such as instructional coach, administrative intern, or district position. The superintendent must also state that the candidate will be given consideration for an available administrative position within the district when he/she has successfully completed his/her internship and all requirements of the MAPQSL program and MDE certification requirements have been met.

- Letter of reference from the supervising principal
- Letter of reference from a professional colleague
- Letter of reference from a parent of a current or former student or a current or former student

2. Top candidates will be chosen to participate in an interview for final selection of the top 75 applicants to attend one of the regional cohorts.

**** The candidate profile is included as a part of this application for your review. This profile describes the type of candidate we will be seeking.***

3. Submit a \$50.00 non-refundable application fee, which will be applied to the \$3950.00 tuition if the applicant is selected. If selected, \$2600.00 will be due by May 10, 2019. The balance of \$1300.00 will be due in two installments - \$650.00 by September 10, 2019 and \$650.00 by November 12, 2019. **All payments are to be made by cashier's check or money order, payable to MCCF / MAPQSL with applicant's name on the "memo" line.**

4. The application, the \$50 non-refundable application fee, and all other required documents must be submitted as a single packet to the MS Community College Foundation at the address below between November 1, 2018 and March 22, 2019. Incomplete packets will not be considered.

5. *Packets should be mailed or delivered to:*

Mississippi Community College Foundation / MAPQSL
Attention: Marilee Woods
1900 Lakeland Drive, # 941
Suite E
Jackson, MS 39216

Please Note: If you are interested in the **Business Track application**, please call our office at 601-321-3903

Selection Process:

The selection process for the MAPQSL program for candidates includes the following steps.

1. A screening team will review application packets, conduct interviews, and select participants for the program.
2. Selected participants will receive notification of acceptance into the program via U.S. Postal Service.

3. Following receipt of notification, participant should submit \$2600.00 as a partial payment of the tuition fee with the balance of \$1300.00 to be made in two payments during the Saturday sessions.

Training Program:

The training program for the MAPQSL program includes the following components:

1. *Summer Training* – Participants accepted into the program must successfully complete the 15-day administrator-training program offered from June 3 - June 26, 2019 from 8:00 a.m. – 4:30 p.m. at one of three community college program sites. Participants must attend all sessions in order to obtain the One-Year Alternate Route Assistant Administrator license #494.
2. *Saturday Sessions* – Participants must complete the MAPQSL Practicum, including nine (9) Saturdays during the school year following the summer program (one per month from August to May). All summer program participants will complete the Practicum in order to obtain the five-year entry-level Administrator license #486.
3. *Internship* – Program participants must participate in a yearlong internship that is documented and totals 1000 hours for the year or averages 40 hours a week under an approved successful principal or district administrator. The administrator position and duties must be listed. The one-year leadership internship will include supervision and mentorship by NISL MAPQSL faculty and the approved district mentor. During the internship, the mentor must validate work completed towards goals of the program decided by the district mentor and the NISL MAPQSL faculty through provided logs. The MAPQSL participant must also successfully complete the School Leadership Licensure Assessment (SLLA) test. The cost of the SLLA is \$425.00 (as of October 1, 2018) and is at the participant's expense.

Program Completion

When program participants have completed the summer training program the MCCF will enter the recommendation into the Educator Licensure Management System (ELMS) that allows participants to apply for the 494 endorsement (the one year assistant administrator license).

MDE will require a letter from the school district confirming an administrative internship and indicating the name of the administrative position, with a list of internship duties. MDE will also require that the superintendent write a letter indicating the administrative position the MAPQSL participant will hold following completion of the internship. The 494 endorsement is a pre-requisite to the 486 endorsement. Participants may apply for a five (5) year entry-level administrator license (486) after completion of the following:

- a) 9 Saturday practicums
- b) Passage of SLLA
- c) Return of the Mentorship Evaluation form (mdek12.org) to MDE

This five-year license is non-renewable. Licensure guidelines require that new alternate route administrators holding the five-year entry-level license will be required to complete SEMI Entry-level Orientation to School Leadership (OSL) training and six (6) hours of Educational Leadership coursework to be eligible for a Career-level Administrator license.

The university coursework will be at the participant's expense. The university credit and OSL work can also be completed during the internship year. If you would like to be considered as a candidate for the MAPQSL program please download the application and submit it to MCCF by May 10, 2019. No tuition fee beyond the \$50.00 deposit is required unless you are notified that you have been selected as a participant in the MAPQSL program.

If you would like to be considered as a candidate for the MAPQSL program, please submit the attached application, application fee, and other required documents. **The deadline for MAPQSL applications to be submitted to the MS Community College Foundation is May 10, 2019.** The tuition fee is not required until you are notified that you have been selected as a participant in the MAPQSL program. If you have questions, please call the Mississippi Community College Foundation at 601-321-3903.

**MISSISSIPPI ALTERNATE PATH TO QUALITY SCHOOL LEADERSHIP (MAPQSL)
APPLICATION FOR CANDIDATES HOLDING A
MASTER DEGREE OR HIGHER**

1. Social Security Number: _____

2. Name: _____
Last
First
Middle
Maiden

3. Address: _____
Number
Street
Apt. #

City
State
Zip

4. Phone: _____ Year-round E-mail (your email address will be shared with
MDE and NISL) _____

5. Birth Date: _____ Gender: _____ (F=female; M=male)

6. Ethnicity: *Please place a check mark by the applicable category*

<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black (non-Hispanic)	<input type="checkbox"/> White (non-Hispanic)	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other	

(Note: Ethnicity information is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. Your cooperation in providing this information is appreciated.)

7. CHARACTER DETERMINATION: *Check yes or no to the left of each question. Your application will not be processed if this section is incomplete.*

_____ Yes	_____ No	Are you currently addicted or currently dependent on alcohol?
_____ Yes	_____ No	Are you currently addicted or currently dependent on other habit-forming drugs?
_____ Yes	_____ No	Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?
_____ Yes	_____ No	Have you been convicted, pled guilty, or entered a plea of <i>nolo contendere</i> to a felony as defined by federal or state law?
_____ Yes	_____ No	Have you been convicted, pled guilty, entered a plea of <i>nolo contendere</i> to a sex offense as defined by federal or state law?
_____ Yes	_____ No	Have you had a teaching certificate/license denied, suspended, and/or revoked by another state?
_____ Yes	_____ No	Have you voluntarily surrendered a teaching license?

I understand that a "Yes" answer on any of the above questions may require a hearing before the Commission on Teacher and Administrator Education, Certification and Licensure and Development when I submit my application for a license and could result in a denial of a license.

I acknowledge that the answers to the above questions are true and correct.

Signature of Applicant

Date

8. List degrees conferred: *(major, year and university)*

Bachelor's _____

Masters _____

Other degrees _____

9. MS Educator License number: *(attach photocopy of license to application)* _____

10. List subject areas in which you are currently endorsed:

_____	_____
_____	_____
_____	_____
_____	_____

12. Name and location of school district in which you are currently employed and position(s) held:

13. Total years of teaching experience: _____

14. MAPQSL will host classes at 2 or 3 sites at strategically located community college campuses in central, north central, and south central Mississippi. The number of sites will depend upon overall enrollment.

Except in extenuating circumstances, the total number of participants will be limited to 75; each site will be limited to no more than 25; classes will not be offered for less than 15 at any site.

Signature of applicant

Date

Completion of this application does not guarantee acceptance into the Mississippi Alternate Path to Quality School Leadership Program. Participation is limited to a specific number at each site. All candidates selected will be notified by mail after the May 10, 2019 deadline.

In accordance to Mississippi licensure guidelines, priority for admittance to the MAPQSL program will be given to applicants with superintendent or school board recommendation.

Please have your school district superintendent sign the statement below. This is *in addition to the letter by your superintendent which must contain all required information stated below.*

Recommendation by Superintendent

On behalf of the _____ school district,
I recommend _____ as a candidate for admission into the alternate route program for administrators, named the Mississippi Alternate Path to Quality School Leadership Program (MAPQSL) and verify that this educator exemplifies the qualities of leadership necessary to be a school administrator in Mississippi public schools.

Signature of Superintendent

Date

Note to the Superintendent in the district where the applicant will be employed:

Please provide a **separate letter of recommendation** verifying the candidate's interest in becoming a school leader and providing examples of the candidate's leadership experiences, excellence in teaching, and commitment to students. **In the letter the superintendent must also agree to provide for a 1,000 hour year long internship with a successful district principal.** The internship may include leadership team responsibilities such as instructional coach, administrative intern, or district position. **The superintendent must indicate the position and list of duties that the candidate will be assigned to carry out during the internship.**

VERIFICATION of TEACHING EXPERIENCE

MAPQSL candidates are required to show proof of at least three (3) years of teaching experience.

To be completed by applicant:	
Name _____	Social Security _____
<i>Last</i> <i>First</i> <i>Middle/Maiden</i>	
Address _____ City, State, Zip _____	
<p>**NOTE: If your three years' teaching experience was split between two or more school districts, you may make a copy of this form to send to each applicable district.</p>	

The information below is to be completed by School District Administrator or Human Resources office and returned to the applicant for inclusion in the application packet:

This is to certify that educator _____,
 Social Security # _____, has successfully completed _____ years of
 experience as a K-12 educator in our district:

Note: Teaching Experience is defined as experience accrued by a properly licensed staff member in a grade or subject under legal contract to an accredited public, private, elementary, or secondary school; or teaching experience accrued at a state-approved or regionally/nationally accredited Community/Junior College or Institution of Higher Learning.

* *Examples: 2nd grade elementary teacher, 8th grade biology teacher, etc.*

Educational experience as an intern, graduate assistant, student teacher, or in positions such as substitute teacher, aide, or clerical worker **will not** be considered appropriate.

Name of School	Start/Ending Date Mo/Day/Year	TOTAL YEARS	POSITION Or GRADE*	School State Accredited? (Yes or No)

Signature of Human Resources or Personnel Director

Position

Name of School District

Date

State

Phone

MAPQSL Candidate Profile

Vision of education and advocacy for children and families

The candidate describes his/her vision for education that includes all students.
The candidate is an advocate for children and families as stated in the application essay.

All students are capable of learning if given time and support, a challenging curriculum and expert instruction

Schools must take proactive measures to ensure that resources and opportunity to learn are equitably distributed among all students

School-community relations are a two-way street requiring cultural adjustments by both parties

Excellence in instruction and classroom management

The candidate describes how he/she promotes expectations for student achievement.
The candidate understands and describes how to use formative and summative assessments.
The candidate understands and describes principles of effective instruction.
The candidate is a competent classroom teacher who knows good classroom instruction and student learning.
The candidate clearly communicates his/her level of content knowledge and can relate content to the real world.
The candidate showed excellence as a teacher based upon the results of the supervisors or superintendent's letter of recommendation.
The candidate uses technology during instruction.
The candidate understands and describes the importance of providing a safe, efficient, and effective learning environment.
The candidate describes ways to involve parents in their child's education.
The candidate identifies community resources and describes ways to communicate with these resources.
The candidate has a history of effective communication with parents, colleagues, and the administration.

Teacher leadership and project management

The candidate describes how he/she would develop an effective professional development program for teachers.
The candidate describes how he/she would nurture and sustain a positive school culture.
The candidate understands and describes what is meant by a just, fair and caring environment
The candidate understands and describes the political nature of education.

Evidence that the candidate has taken on responsibilities beyond his/her classroom instructional duties to improve the quality of instruction and/or a school culture of achievement or solve a problem getting in the way of student success

Personal qualities predictive of leadership success

The candidate shows a high level of maturity to complete the alternative route program

Personal drive and achievement orientation

Commitment to self-improvement

Maturity (objective, non-defensive, healthy assertiveness, sees other points of view)

Takes initiative

Courageous and steadfast

Sees own role in a problem situation

Interpersonal skill and relations

Generous and caring

Uses conflict positively

Gives and receives feedback effectively

Understands the interests and positions of others

Negotiates with reason, openness, and a view to the interests of all parties

Acknowledges the presence, efforts and contributions of others

Gives credit where it is due

Capacity to see the “big picture,” works with complexity, and takes the long term approach