

October 7, 2008

Subject: Field-Based Superintendent's Certification Program

Thank you for your interest in *WSU's Field-Based Superintendent's Certification Program*. Our cohort-based seminar delivery model represents a significant departure from traditional administrative preparation programs. We believe this approach has significantly improved the preparation of beginning superintendents in Washington State. (Please note that program participants are expected to have experience as school principals, central, state or regional service district experience or equivalent, as determined by WSU program faculty.)

We are currently accepting applications for our next cohort of students who will begin the program in August 2009. The priority application period runs through April 15 and successful applicants can expect notification in the middle of May. Additional applications will be accepted on a space-available basis. Tuition information can be found at:

<http://www.spokane.wsu.edu/students/current/FinancialAid/Index.asp>

For those wishing to pursue a doctoral degree, it is useful to note that all credits earned in the Field-Based Superintendent's Certification Program are applicable to the Doctor of Education (Ed.D.) degree in educational leadership at Washington State University.

Enclosed you will find the necessary program application materials and instructions for entering WSU. Applying for the WSU Field-Based Superintendent's Certification Program is a multi-step process:

- First, you must apply to the WSU Graduate School for acceptance to the university.
- Second, you must apply to the Department of Educational Leadership for acceptance into the certification program.
- Application to the doctoral program requires an additional application process; contact Kelly LaGrutta, academic coordinator, for advising and materials pertaining to the doctoral program.

Again, instructions for the application processes are provided on the following page entitled, Checklist and Instructions for Admission Requirements. If you have questions about our program, please contact me at (509) 358-7689 or email at gsharratt@wsu.edu. You may also contact Kelly LaGrutta at (509) 358-7942, or e-mail at lagrutta@wsu.edu, for assistance with the application process.

Sincerely,

Gene Sharratt, Director
Leaders for Tomorrow's Schools

Checklist and Instructions for Admission Requirements

Submit to the Graduate School:

Graduate School, Washington State University
P. O. Box 641030, French Administration 324, Pullman, WA 99164-1030
(509) 335-6424 (<http://www.gradsch.wsu.edu/>)

Graduate School Application

available online at <http://www.gradsch.wsu.edu/future-students/admission/apply.html>

\$50 application fee

paid with credit card when submitting on-line application

OFFICIAL transcripts from any colleges/universities:

- Where any degrees have been granted or are expected.
- That show the last 60-graded semester (90 quarter) credits of course work
- That show graded graduate level work (including doctoral) taken after the bachelor's degree.
- "Official" transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelopes are NOT considered official.

Transcripts are NOT required for course work taken at WSU.

Submit to the Department of Educational Leadership:

Department of Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210-1495

• Phone (509) 358-7942

1. Field-Based Superintendent's Certification Program Supplemental Information Form (enclosed)
2. Mentor Commitment Letter
This form should be signed by your superintendent indicating his or her support and willingness to serve as your mentor. (enclosed)
3. Three WSU Administrative Reference Forms (enclosed) These take the place of the letters of recommendation requested by the graduate school, and should be sent directly to the department at the above address.
 - One from the district superintendent or designee.
 - One from your immediate supervisor if that is someone other than your mentor/superintendent.
 - One supporting evaluation(s) from an individual/administrator/coworker who is familiar with your work.
4. Copies of currently held certificates

WSU Field-Based Superintendent's Certification Program

Supplemental Information Form

Submit to the Department of Educational Leadership:

Department of Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210-1495 • Phone (509) 358-7942

Semester/Year that you wish to begin: _____

Name: _____

Home Address: _____

City, State, Zip _____

Home Phone: _____

E-mail address: _____

Current Position: _____

School District: _____

School: _____

Social Security #: _____

Work Address: _____

Work City, State, Zip _____

Work Phone: _____

Work Fax: _____

Years in current position: _____

Years in current district: _____

Do you currently hold a Washington teaching and/or administrative certificate? _____ Yes _____ No

Educational or Professional Credential Held: _____

Issued by/ Certificate # (attach copies) _____

Written Statement

On separate paper, please describe your professional objectives and how you believe the desired graduate program will promote those objectives. (Be sure to include your name on each page of the essay and attach it to this application form.)

Professional Experience: List school experience; begin with the most current experience.

Dates of Employment District and location Position held Supervisor

Education Beyond High School: Provide copies of transcripts.

Institution Degree Dates attended

Within the last ten years have you pleaded guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, policy regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$100 or less was imposed)?

_____ Yes _____ No

Within the last ten years have you been discharged or forced to resign for misconduct or unsatisfactory service from any position – teaching or other? _____ Yes _____ No

Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures? _____ Yes _____ No

Are you presently on probation as a teacher, educational staff associate, or administrator? _____ Yes _____ No

If you answered “yes” to any of the above questions, please attach an explanation.

Signature

Date

Mentor Commitment Letter

Dear Superintendent,

_____ is in the process of applying for admission to **WSU's *Field-Based Superintendent's Certification Program***. This program, as you may know, centers around a two-year internship with an integrated series of sixteen weekend seminars. The enclosed brochure will provide additional information about the content and format of the program.

We believe this program has the potential to significantly improve the quality of preparation for beginning superintendents in Washington State. However, doing so will require the professional involvement and commitment of current superintendents such as you.

Because of our program's emphasis on the intern experience, it is critical that participants have a strong commitment from their local superintendent to serve as their sponsor and mentor during the two-year duration of the program. Although we recognize that individual situations may change during the course of the internship period, we believe that an agreement to serve as an intern mentor in this program should include the intent to:

- Develop, in concert with the intern and his/her university supervisor, an appropriate set of internship activities that provide experiences in a range of superintendent-related activities designed to cover the eight *AASA Standards for the Superintendency*.
- Meet weekly (minimum of bi-weekly) with the intern to discuss progress on internship activities and share perceptions regarding district operations and the functions of the superintendent.
- Provide intern access to a variety of in-district experiences not normally enjoyed by building or mid-level administrators, including attendance at administrative cabinet meetings, school board executive sessions, meetings with legal counsel, and planning sessions with the board president.
- Meet at least once each semester with the intern and his/her university supervisor to discuss progress on the internship.
- Attend one regional meeting each semester with the intern. These meetings of the area members of the program cohort and their mentors are generally held in a centrally located hotel or restaurant and often include a guest speaker. The primary purpose of the meetings is to establish and strengthen the regional network of interns and mentors.
- Provide the intern with honest, candid assessment information regarding his/her skills and performances in internship activities.

If you are willing to serve as this candidate's intern mentor, please sign below, complete the attached evaluation form and return both to: Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210-1495.

If you have questions regarding our program or the commitment required of intern mentors, please contact: Dennis Ray, director of *Leaders for Tomorrow's Schools* (509) 358-7941.

I agree to serve as this candidate's mentor as part of *WSU's Field-Based Superintendent's Certification Program*.

Superintendent Signature

Superintendent name (please print)

WSU Field-Based Superintendent's Certification Program
Superintendent or Designee Evaluation (page 2)

Name: _____	Signature: _____
Address: _____	School District: _____
City/State/Zip _____	Date: _____

PERSONAL QUALITIES

Instructions: Listed below are personal qualities that are identified as leading to an effective leader. Please circle on the scale (with 1 being the highest rating) that which best describes this candidate.

	1	2	3	4	5
Appearance	Usually attractive; well groomed		Acceptable; makes satisfactory impression		Unkempt; makes unfavorable impression
Poise/Emotional Control	Poised and at ease in all situations; excellent self control		Self-controlled in ordinary situations; usually at ease		Gets angry or depressed easily; apathetic, unresponsive
Initiative	Has excellent ideas and is willing to try them, but goes ahead very well on his/her own		Assumes responsibility of ordinary tasks; needs guidance on more important tasks		Overly dependent, requires detailed instructions; needs close supervision
Adaptability	Finds new situations challenging		Meets new situations satisfactorily		Adjusts to new situations with great difficulty
Sense of responsibility	Consistently and thoroughly reliable in all situations		Dependent; carries out responsibilities reasonably well		Shirks responsibility; not dependable
Relationships	Excellent "mixer"; meets and talks with people and makes friends easily		Friendly, but reserved		Aloof, very hard to get acquainted with; makes few friends
Cooperation	Helpful; volunteers; works very well with others		Fairly helpful; does what is expected but does not volunteer		Self-centered; overly critical of others; doesn't work well with people
Interest in administration	Wholeheartedly enthusiastic about administration		Likes administration but shows little enthusiasm		Administration is just a job
Potential	Eager to learn; analyzes own performance well; open-mindedly seeks suggestions for improvement		Accepts suggestions fairly well; generally willing to learn		Reluctant to change; will not admit mistakes; rationalizes and tries to justify self
Humor	Sees humor in others as well as self. Uses it effectively.		Never initiates humor. Comfortable around appropriate humor.		Overly serious, great difficulty with the "lighter side"

Internship Support

Would you support this candidate in an internship? Yes _____ No _____ If not, why? _____

Employment assessment

Given the opportunity, would you hire this candidate again in the position he/she now holds? Yes ___ No ___ If not, why? _____

Given the opportunity, would you hire this candidate in the capacity of certification after successful completion of program? Yes ___ No ___ If not, why? _____

In an attachment, feel free to elaborate on any aspect of this candidate that would be helpful for us to know.

Immediate Supervisor or Supporting Evaluation (page 1)
Institutional Use Only

_____ has applied for the *WSU Field-Based Superintendent's Certification Program*. This candidate is required to present references of educational service and has provided your name for that purpose. The candidate must have demonstrated substantial qualities of leadership and professional interest. We ask that you carefully and candidly evaluate the candidate to the best of your ability and knowledge. As fully as possible, please provide the information requested below. Return this form directly to Department of Educational Leadership, Washington State University Spokane, PO Box 1495, Spokane, Washington, 99210-1495.

THIS INFORMATION WILL BE CONSIDERED CONFIDENTIAL

What is your position? _____
I have worked with this individual from _____ to _____ in the _____ School District.
(date) (date)

DIMENSIONS OF LEADERSHIP

Instruction: Listed below are the Dimensions of Leadership as recognized by CAAP. Using the scale below, please indicate the degree to which you feel the candidate possesses these dimensions.

	1- Very Effective	3 – Moderately Effective	5 – Not Effective
A. Instructional Leadership			
B. Decisiveness			
C. Oral/Written Communication			
D. Problem Analysis			
E. Sensitivity/ Human Relations			
F. Judgment			
G. Personnel Management			
I. Organizational Ability			
I. Creativity/Risk Taking			
I. Expression - Explaining Vision			
I. Program Assessment			

Immediate Supervisor or Supporting Evaluation (page 2)

Name: _____ Signature: _____

Address: _____ School District: _____

City/State/Zip _____ Date: _____

PERSONAL QUALITIES

Instructions: Listed below are personal qualities that are identified as leading to an effective leader. Please circle on the scale (with 1 being the highest rating) that which best describes this candidate.

Appearance	1 Usually attractive; well groomed	2	3 Acceptable; makes satisfactory impression	4	5 Unkempt; makes unfavorable impression
Poise/Emotional Control	1 Poised and at ease in all situations; excellent self control	2	3 Self-controlled in ordinary situations; usually at ease	4	5 Gets angry or depressed easily; apathetic, unresponsive
Initiative	1 Has excellent ideas and is willing to try them, but goes ahead very well on his/her own	2	3 Assumes responsibility of ordinary tasks; needs guidance on more important tasks	4	5 Overly dependent, requires detailed instructions; needs close supervision
Adaptability	1 Finds new situations challenging	2	3 Meets new situations satisfactorily	4	5 Adjusts to new situations with great difficulty
Sense of responsibility	1 Consistently and thoroughly reliable in all situations	2	3 Dependent; carries out responsibilities reasonably well	4	5 Shirks responsibility; not dependable
Relationships	1 Excellent "mixer"; meets and talks with people and makes friends easily	2	3 Friendly, but reserved	4	5 Aloof, very hard to get acquainted with; makes few friends
Cooperation	1 Helpful; volunteers; works very well with others	2	3 Fairly helpful; does what is expected but does not volunteer	4	5 Self-centered; overly critical of others; doesn't work well with people
Interest in administration	1 Wholeheartedly enthusiastic about administration	2	3 Likes administration but shows little enthusiasm	4	5 Administration is just a job
Potential	1 Eager to learn; analyzes own performance well; open-mindedly seeks suggestions for improvement	2	3 Accepts suggestions fairly well; generally willing to learn	4	5 Reluctant to change; will not admit mistakes; rationalizes and tries to justify self
Humor	1 Sees humor in others as well as self. Uses it effectively.	2	3 Never initiates humor. Comfortable around appropriate humor.	4	5 Overly serious, great difficulty with the "lighter side"

Internship Support

Would you support this candidate in an internship? Yes _____ No _____ If not, why? _____

Employment assessment

Given the opportunity, would you hire this candidate again in the position he/she now holds? Yes ___ No ___ If not, why? _____

Given the opportunity, would you hire this candidate in the capacity of certification after successful completion of program? Yes ___ No ___ If not, why? _____

In an attachment, feel free to elaborate on any aspect of this candidate that would be helpful for us to know.

Supporting Evaluation (page 2)

Name: _____	Signature: _____
Address: _____	School District: _____
City/State/Zip _____	Date: _____

PERSONAL QUALITIES

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Seminar Schedule

TENTATIVE SCHEDULE

2009-2011 Cohort		Topic	ISLLC Standard
Pullman		Superintendent as Advisor to the Board	7
Aug. 10-11, 2009			
Spokane		Superintendent as Advisor to the Board	7
Sept. 18-19, 2009			
Vancouver		Superintendent as steward of vision, mission and culture	1
Oct. 23-24, 2009			
Spokane		Superintendent as steward of vision, mission and culture	1
Nov 20- 21, 2009			
Issaquah		Superintendent as Organization Manager	6
Jan. 8-9, 2010			
Spokane		Superintendent as Organizational Manager	6
Feb. 12-13, 2010			
Vancouver		Superintendent as Instructional Leader	4
Mar. 19-20, 2010			
Spokane		Superintendent as Instructional Leader	4
April 23-25, 2010			

Hotel Information

Pullman	Holiday Inn Express	509-334-4437
Spokane	Hampton Inn	509-747-1100
Snoqualmie	Summit Inn	800-557-7829
Issaquah	Holiday Inn	425-392-6421
Olympia	Phoenix Inn	360-570-0555
Vancouver	Holiday Inn Express	360-576-1040

Washington State Superintendent Certification Criteria

Program Requirements for Initial Certificate

Washington State University *Field-Based Superintendent's Credential* Program

Course	Course Title	Credits
EdAd 587	Seminar in School Administration	3
EdAd 587	Seminar in School Administration	3
EdAd 581	Politics in Education	3
EdAd XXX*	Leadership and the Superintendency	3
EdAd 590**	Internship	12+

* Course number pending

OSPI Requirements for Initial Certificate

(see www.k12.wa.us/certification/administrator for current information)

- Prerequisite Certificate: Must have completed a state approved preparation program for teacher or ESA and must hold a valid teacher, ESA or program administrator's certificate.
- Academic Prerequisites: A master's degree from a regionally accredited college or university and have completed 30 semester hours of graduate coursework in education subsequent to the baccalaureate degree, including courses in School Law and Finance applicable to Washington State.
- Experience Requirement: None required.
- Moral Character: Fingerprinting, Washington State Patrol and FBI background check if a currently valid Washington certificate is not held.
- Validity: Initial certificate is valid for seven years.