

21 Responsibilities for Balanced Leadership(Abbreviated)

Affirmation	<i>Recognizes and celebrates school accomplishments and acknowledges failures</i>	Involvement in Curriculum, Instruction, Assessment	<i>Is directly involved in the design and implementation of curriculum, instruction, and assessment practices</i>
Change Agent	<i>Willingly and actively challenges the status quo</i>	Knowledge of Curriculum, Instruction, Assessment	<i>Is knowledgeable about current curriculum, instruction, and assessment practices.</i>
Communication	<i>Establishes strong lines of communications with teachers and among students</i>	Monitor/Evaluate	<i>Monitors the effectiveness of school practices and their impact on student learning</i>
Contingent Rewards	<i>Recognizes and rewards individual accomplishments</i>	Optimize	<i>Inspires and leads new and challenging innovations</i>
Culture	<i>Fosters shared beliefs and a sense of community and cooperation</i>	Order	<i>Establishes standard operating procedures and routines</i>
Discipline	<i>Protects teachers from issues and influences that detract from their teaching time or focus</i>	Outreach	<i>Is an advocate and spokesperson for the school to all stakeholders</i>
Flexibility	<i>Adapts leadership behavior to the needs of the current situation and is comfortable with dissent</i>	Relationships	<i>Demonstrates awareness of the personal aspects of teachers and staff</i>
Focus	<i>Establishes clear goals and keeps those goals in the forefront of the school's attention</i>	Resources	<i>Provides teachers with materials and professional development necessary for the successful execution of their jobs</i>
Ideals/Beliefs	<i>Communicates and operates from strong ideals and beliefs about schooling</i>	Situational Awareness	<i>Is aware of the details and the undercurrents in the running of the school and uses this information to address current and potential problems</i>
Input	<i>Involves teachers in the design and implementation of important decisions</i>	Visibility	<i>Has quality contacts and interactions with teachers and students</i>
Intellectual Stimulation	<i>Ensures that the faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture</i>	<i>Excerpted from the "Master Copy of Leadership Responsibilities and Practices, Appendix A"</i>	

Leadership Experience Opportunity

Using meaningful experiences to develop the leadership potential of aspiring administrators



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Website www.jeffcojcaa.org

Qualifications

- o Current Jeffco Public Schools employee
- o Aspiring administrator
- o Not currently employed in an administrative position.
- o With or without administrative license

Timelines

- o **Aug 27, 2010** – Applications due
- o **Sep 10, 2010** – Applicants notified and mentors assigned
- o **Sep 21, 2010** – LEO Kickoff
Design experiences, set expectations, goals and timelines
- o **Nov 30, 2010** – Goal Check
Check progress, adjust goals, timelines, expectations and experiences
- o **Jan 18, 2011** – Speed Interviews
Explore and practice administrative interviews using leadership lens
- o **May 3, 2011** – Summit (Ed Center Room 3a/3b)
Celebrate completions, review outcomes versus expectations, explore “next steps”

Note: LEO meetings are from 4 pm to 6 pm. Locations will be released with mentor assignment in September.

LEO is a leadership development program offering meaningful leadership experiences and venues for aspiring administrators. All accepted applicants may not be matched to an experience. Accepted applicants have the right to refuse an experience opportunity offered to them with no guarantee that other opportunities will be available. Release time may be required for certain experiences and may or may not be funded depending on the District’s budget. **LEO participation neither guarantees nor increases the chance of being accepted into the Jeffco hiring pool or getting an interview.** Participants are expected to attend all LEO meetings. Participants desiring credit for continuing education are required to submit documented hours to JCAA on the Participant Experience Log (provided during the LEO Kickoff) by **May 17, 2011**. A maximum of 30 credit hours is allowed.

1) Fill Out Application Information

Name	_____	Date	_____
	<small>(First)</small>	<small>(Last)</small>	
Work Phone	_____	School or Dept	_____
Voice Mail	_____	Email	_____

Current Position Title	<div style="border: 1px solid black; height: 30px;"></div>	Do you have your Principal or Administrator License?	Yes No
Home Info	_____	Home Phone	_____
	<small>(Street or Mailing Address)</small>	<small>(City)</small>	<small>(Zip)</small>
Seeking	Elementary, Middle, High School, Central Instructional, Central Support		Experiences
	<small>(circle all that apply)</small>		
Passion	<div style="border: 1px solid black; padding: 5px;">Where do you see your interests in education leading you?</div>		
Geo Pref	<div style="border: 1px solid black; padding: 5px;">Where in Jeffco would you eventually like to put down your administrative roots? (Specify a geographic preference – like North of 70, South of Hampden, Mountains, Sheridan Corridor, Title 1 schools...)</div>		
Mentor Qualities	<div style="border: 1px solid black; padding: 5px;">Any specifics you are looking for in a mentor?</div>		

2) Applicants attach a 200 word explanation of why you want to participate in LEO and what you hope to gain from the experience.

3) Supervisor Endorsement (Applicants, please have direct supervisor sign and initial the following section).

My signature below indicates I am the current supervisor for the LEO applicant shown above.

My initials to the left of each of the following statements indicate my level of support for this LEO applicant.

___ I support their desire to explore leadership roles in Jeffco.

___ I feel they have the potential to be an excellent administrator.

___ I understand there may be a need for flexibility in their working schedule including possible release time.

___ I am willing to mentor/co-mentor (circle all that apply) this applicant.

Signed _____ Date _____

4) Applicants pick 3 of “21 Responsibilities for Balanced Leadership” (back panel) for concentrating your training experience:

1) _____	2) _____	3) _____
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5) Applicants include a check for \$15.00 (JCAA Members) or \$45.00 (Non-Members) payable to JCAA.

Your Signature _____
Submit completed application, check and essay to JCAA at the address shown on the front panel (Web)