



GREATER FLINT EDUCATIONAL CONSORTIUM ADMINISTRATIVE LEADERSHIP ACADEMY

*GENESEE COUNTY LEADERSHIP TRAINING PROGRAM
A PROGRAM FOR ASPIRING ADMINISTRATORS*

*A COLLABORATION OF THE GENESEE INTERMEDIATE SCHOOL DISTRICT AND THE
GENESEE COUNTY SUPERINTENDENTS ASSOCIATION*

2022-2023

PROGRAM SUMMARY

Purpose:

The Genesee County Administrative Leadership Academy is designed to identify and provide skill training for aspiring principals and other district administrators.

Outcomes:

- Identify outstanding teachers who have demonstrated leadership potential for district administrative positions
- Develop and enhance administrative skills and knowledge by providing professional development opportunities
- Provide orchestrated on-the-job training and real-life administrative experiences
- Build a countywide network of qualified administrative candidates
- Encourage pursuit of graduate degrees and graduate credit attainment by providing the **possibility** of obtaining graduate credits from Central Michigan University
- Provide an opportunity to obtain college equivalent SCECH's to meet certification renewal requirements
- Continued information and follow-up support from cohorts and mentors
- Provide experience working with diverse groups and in diverse environments

Format:

- Ten-month program covering two school years (October through August).
- Cohort meetings based on programmatic themes to develop administrative skills and knowledge
- Mentoring and shadowing with current outstanding administrators
- 100-hour internship
- Major project

Program Components:

- Cohort group workshops
- One hundred hours of field work/internship
- Major project
- Five-day job shadowing experience
- Homework assignments
- Portfolio
- Mentor for each program participant

PROGRAM EXPECTATIONS

Districts will:

- Select candidates for participation
- Pay \$350 per participant to offset costs of cohort meetings and closing program (\$400 for out-of-county, charter, non-public participants)
- Provide district administrators to serve as mentors
- Provide appropriate support for participant to meet all program requirements

- Provide opportunities to program participants for administrative experience, internship and or major project
- At the end of the program, provide letter of acknowledgement stating participant successfully completed internship experience and major project assignment

Suggested experience areas:

- ✓ Orientation programs (student, parent, staff)
- ✓ Scheduling (students and staff)
- ✓ Budget development and administration (requisitions, ordering, etc.)
- ✓ Curriculum development and textbook selection
- ✓ Staff development/in-service programs
- ✓ Parent-teacher conferences
- ✓ Standardized testing
- ✓ Event and student supervision
- ✓ School Improvement/accreditation process
- ✓ Handbook revision (student and staff)
- ✓ Assemblies/school programs
- ✓ Student discipline and attendance
- ✓ Evaluation and supervision (faculty and non-certificated)
- ✓ Working with diverse groups and/or diverse environments

Candidates/Participants will:

- Submit a signed participation letter from local superintendent and building administrator
- Submit a "Letter of Interest" stating why they want to participate in this program
- Submit current résumé prior to first session
- Submit completed "Participant Information" form prior to first session
- Provide working email address and access regularly for program information
- Sign up for and log in as required to Blackboard for online component
- Attend all meetings and seminars
- Complete 100 hours of field work/internship activities with an assigned administrator before end of program
- Complete five-day job shadowing experience within first four months of program
- Pay course fees for graduate credit (optional)
- Complete major building or district project
- Complete program assignments
- Complete program portfolio highlighting program activities
- Secure a mentor to help guide participant experiences
- Meet with mentor monthly to discuss program and current issues

Mentors will:

- Provide time for monthly contact with program participant
- Sign and date intern's log sheet as activities are performed
- Attend final "graduation" session with participant

CRITERIA FOR MENTOR SELECTION

- Dedicated to the encouragement and development of teachers and students
- Ability to make things happen and get things done
- Enthusiastic about work and learning
- Ability to foster the strengths of others
- Acts as an educational leader
- Dependable, structured, consistent
- Exceptional character
- Strong work ethic
- Initiative and vision
- Knowledge of the profession
- Excellent verbal and written communication skills
- Ability to manage and organize building and staff
- Experience working with diverse groups and/or diverse environments

SESSION DATES/THEMES

Thursday, October 6, 2022
GISD – Legacy Auditorium
4:30 – 8:00 p.m., Orientation/Superintendent Panel

November 3, 2022
GISD – Legacy Auditorium
4:30 - 8:00 p.m., School Law
(Seminal Cases, Student Discipline, Evaluation)

Thursday, December 8, 2022
GISD – Legacy Auditorium
4:30 – 8:00 p.m. Principal Panel

Thursday, January 12, 2023
GISD – Legacy Auditorium
4:30 – 8:00 p.m., The Hiring Process

Thursday, February 9, 2023
GISD – Legacy Auditorium
4:30 – 8:30 p.m., Special Education

Thursday, March 9, 2023
GISD – Legacy Auditorium
4:30 – 8:30 p.m., District Finance

Thursday, April 13, 2023
GISD – Legacy Auditorium
4:30 – 8:00 p.m., Mock Interviews

Thursday, May 11, 2023
GISD – Legacy Auditorium
4:30 – 8:00 p.m., Leadership/Technology

Wednesday, June 22, 2023
GISD – Legacy Auditorium
12:00 – 3:30 p.m., Leadership
Featuring Dr. Debbie McFalone

Wednesday, August 2, 2023
GISD – Room 102AB
12:00 – 3:30 p.m., Diversity, Equity, Inclusion
Featuring Virginia Winters

Wednesday, August 2, 2023
GISD – Legacy Auditorium
4:00 – 6:00 p.m.
Mentor Celebration

NOTE: Session topics are subject to change upon confirmation of speakers.

CREDIT OPTIONS

As an added benefit to participants, both college credit and State Continuing Education Clock Hours (SCECH's) are offered. No selection of credit participation is required before the first session.

College Credit - *PENDING*

All registration paperwork will be handled directly by the college/university if request is accepted. Classes are 500/600 level courses and credit will generally transfer as an "elective." **It is the student's responsibility to speak directly with an advisor if questioning how this class may work with a specific program.**

Attendance at each class meeting is a requirement and participation will be monitored. "A" grades will only be given to those meeting attendance and homework requirements.

Credit hours and tuition fees will be for the Spring/Summer 2023 semester. Registration paperwork and fees will be available and processed after February 2023. Course fees are payable directly to the university and can be made with credit card or check. Students are billed directly or will need to include payment with registration to the college/university. Grades will not be available until September 2023.

College offering credit: Central Michigan University

Credits and cost details will be announced prior to registration window.

State Continuing Education Clock Hours (SCECH's)

MI SCECH's will be offered, at no additional charge, with "college credit equivalent" for this course.

141 MI SCECH's will be offered for attendance at all sessions. SCECH's cannot be obtained in conjunction with college credit opportunities.

To Apply:

1. Sign IN at the beginning of each class session.
2. Complete MI SCECH registration form prior to the May 2023 session and give it to program monitor.
3. Respond to the electronic communication sent following the last session to complete the evaluation and have the MI SCECH's entered into the SCR.

PARTICIPANT REGISTRATION

The following individual(s) will be sponsored by my district for participation in the GFEC Administrative Leadership Academy 2022-2023

District: _____ Date: _____

Superintendent Name: _____

Superintendent Signature: _____

Participant #1 - Complete ALL Areas

Name: _____ Position: _____

School Building: _____ School Phone: _____

Email: _____

Home Address: _____

City: _____ Zip: _____

Building Principal Signature: _____

Participant #2 - Complete ALL Areas

Name: _____ Position: _____

School Building: _____ School Phone: _____

Email: _____

Home Address: _____

City: _____ Zip: _____

Building Principal Signature: _____

REGISTRATION CONFIRMATION

Program may be canceled due to low enrollment – registrations are requested as soon as possible, and once minimum numbers have been met, may be accepted until the first scheduled session. Participants will be contacted directly from GISD with additional program details and confirmation of registration.

Registration fees (\$350 in-county / \$400 out-of-county, charter, non-public) per person, will be invoiced by December 2022. Due to material orders and program planning, once confirmed, refunds cannot be processed – substitutions may be made by district. Contact Lisa Hook at lhook@geneseeisd.org or (810) 591-4541 with questions.

PAYMENT

Purchase Order # _____

No Purchase Order, Bill District

Authorized Signature: _____

Duplicate this form as needed for additional participants

Return to Lisa Hook at GISD – email: lhook@geneseeisd.org