



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

January 29, 2020

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *EGM*
State Superintendent of Education
RE: Principal Candidate Semester Residency – Fall 2020

The Alabama State Department of Education is committed to ensuring that every school is led by a well-prepared, resourced, supported, and effective leader. We believe that a semester residency with a veteran, successful instructional leader will help ensure that future principals are better prepared to lead the learning in Alabama's schools.

We anticipate that funding from the Alabama Legislature will make it possible to fund up to ten semester residencies sponsored by local education agency (LEA)/university partnerships during the first semester of the 2020-2021 school year. The attached application for the Principal Candidate Semester Residency is for candidates seeking initial Instructional Leadership certification. The Principal Candidate Semester Residency provides up to \$25,000 to support the salary and benefits of a certified and highly qualified teacher to replace the Residency candidate for an academic semester. This allows aspiring instructional leaders to participate in critical field-based leadership learning while providing for all the academic needs of students.

The attached application should be completed collaboratively by the sponsoring LEA/university and submitted on behalf of each candidate by March 12, 2020. Completed applications and/or any questions should be directed to Ms. Telena Madison (tmadison@alsde.edu) at the Alabama State Department of Education, Professional Learning Division, P. O. Box 302101, Montgomery, AL 36130-2101. Awardees will be notified no later than May 1, 2020.

EGM/TM

Attachment

cc: Deans of Education
Heads of Instructional Leadership Programs
Dr. Daniel Boyd
Mrs. Lynn Shows
Dr. Jeff Langham
Ms. Telena Madison

FY20-2031

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of Education

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Secretary and
Executive Officer



DATED MATERIAL – RESPOND IMMEDIATELY

Application Deadline: March 12, 2020



**Application
Principal Candidate Semester Residency
Fall 2020**

**For additional information, contact:
Ms. Telena Madison, Education Administrator
Alabama State Department of Education
Professional Learning Division
Principal Candidate Semester Residency
Gordon Persons Building, Room 5146
P. O. Box 302101
Montgomery, AL 36130-2101
Telephone: (334) 694-4827
Email: tmadison@alsde.edu**



Rationale:

It is important that public funds are expended for the purposes intended and that the residency experience prepares a principal candidate to be an instructional leader as defined by the Alabama Standards for Instructional Leaders. Candidates must be seeking initial Instructional Leadership certification. The focus of the residency is to provide leadership training as an instructional leader at the school level. It is also imperative that there is an evaluation process for the residency that yields evidence to support that the leadership activities during the semester spent with a trained, veteran principal mentor better prepare principal candidates to be successful instructional leaders.

Grant Purposes:

The purpose of the Principal Candidate Semester Residency Grant is to improve schools and increase student achievement as the result of effective school leadership as supported by the Alabama State Department of Education by:

1. Continuing and strengthening the development of partnerships between LEAs and universities in the preparation of school leaders.
2. Ensuring that principal candidates' practice is aligned to the Alabama Standards for Instructional Leaders and is result-oriented.
3. Maintaining and strengthening redesigned instructional leadership preparation programs.

Application Format & Description:

Provide a description for each semester residency designed for a particular candidate and supported by an LEA/university partnership(s). With the exception of required attachments and requested documents, all content should be entered on the application provided. All application content should be entered in 10 or 12 font size only.

Complete all pages of the application and return by March 12, 2020. All information must be submitted on an original application for each prospective resident to the address listed below. All applications must be mailed or delivered by overnight carrier. No walk-ins, faxed, or electronic copies will be accepted. For delivery status, refer to tracking information provided by carrier, if selected. Please sign all signatures in ink.

**Ms. Telena Madison
Alabama State Department of Education
Professional Learning Division
Principal Candidate Semester Residency
Gordon Persons Building, Room 5146
P. O. Box 302101
Montgomery, AL 36130-2101**

Applications must be received by March 12, 2020, to be considered.



*Please provide complete contact information. (Type or Print legibly)

LEA/Superintendent _____
Name of School System _____
School System Address _____
Email _____ **Phone Number** _____

LEA/Chief School Financial Officer _____
Email _____ **Phone Number** _____

LEA/Human Resource Director _____
Email _____ **Phone Number** _____

University/Contact _____
University Name _____
Address _____
Email _____ **Phone Number** _____

Candidate _____
Candidate Address _____
Candidate Email _____
Phone Number _____
School System Name _____
Current Principal _____
Current School and Address _____

Principal Mentor _____
School System Name _____
Address _____
Email _____
Phone Number _____
Current School and Address _____

Partnering Superintendent - Signature

Partnering Dean of Education – Signature



Describe the Strengths of the Candidate:

Section I. The candidate should provide a brief narrative, no more than one (1) double-spaced page in the space provided below, explaining why he or she would like to participate in a semester residency. A current resume for the candidate should also be included in the application submission packet.



Describe the Strengths of the Partnership(s):

Section II. Describe the strength of the LEA/university partnership applying for the semester residency grant. Provide evidence of a strong and dynamic partnership by giving examples of specific practices and active participation of each partner. Also include a current copy of a signed Memorandum of Agreement (MOA) detailing the roles and responsibilities of the partnership sponsoring the residency.



Describe Mentor Selection:

Section III. Describe the selection process the LEA/university partnership used to ensure the quality of the principal mentor(s), include the following criteria: Experience, Measure of Leadership Effectiveness, Mentor Training, and additional reason(s) why the mentor(s) would be effective. **Note: Ideally, the residency should be completed with one mentor. When possible, the mentor should not be the applicant’s current principal. Due to potential staff changes and the possibility of an alternate principal assignment, list two mentors.**

Mentor Name _____ **School** _____

Mentor Experience	
Mentor Measure of Leadership Effectiveness	
Mentor Training (University’s responsibility)	
Additional Reason(s) Why the Mentor Would Be Effective	

Mentor Name _____ **School** _____

Mentor Experience	
Mentor Measure of Leadership Effectiveness	
Mentor Training (University’s responsibility)	
Additional Reason(s) Why the Mentor Would Be Effective	



Describe the Residency:

Section IV. Define specific activities that will occur during the residency to ensure that the candidate will have learning experiences aligned to each of the Alabama Standards for Instructional Leaders. Identify each activity as being one in which the Resident will observe, participate in, or lead.

Standard	Activity	Observe/ Participate In/Lead
1) Planning for Continuous Improvement		
2) Teaching and Learning		
3) Human Resource Development		
4) Diversity		



Describe the Residency: (continued)

Section IV. Define specific activities that will occur during the residency to ensure that the candidate will have learning experiences aligned to each of the Alabama Standards for Instructional Leaders. Identify each activity as being one in which the Resident will observe, participate in, or lead.

Standard	Activity	Observe/ Participate In/Lead
5) Community & Stakeholder Relationships		
6) Technology		
7) Management of the Learning Organization		
8) Ethics		



Describe Residency Evaluation:

Section V. Explain how the LEA/university partnership will monitor, evaluate, and ensure that the candidate will attain leadership knowledge and skills related to each of the Alabama Standards for Instructional Leaders. Include a process for formative feedback involving the Resident and partners and clear steps that will be taken to remediate any deficiencies that are identified.

Complete all pages of the application and return by March 12, 2020. All information must be submitted on an original application for each prospective resident to the address listed below. All applications must be mailed or delivered by overnight carrier. No walk-ins, faxed, or electronic copies will be accepted (no exceptions). For delivery status, if selected, refer to tracking information provided by carrier. Please sign all signatures in ink.

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