



ASPIRING ADMINISTRATOR

Application for Preliminary Administrative Services Program

Deadline: May 15, 2018

ELIGIBILITY

- Possession of a valid teaching or services credential
- Minimum of five years of experience in your credentialed area
- Passage and/or proof of registration for CBEST examination
- First priority will be given to participants who are currently employed within San Bernardino County and Region 12

SUBMISSION CHECKLIST

- Completed Application Packet
- Personal Leadership Statement (see Application Item #4)
- Resume
- Copy of Transcripts (unofficial)
- Copy of California Teaching Credential and/or Service Credential
- Copy of CBEST verification or proof of registration for CBEST examination OR for Multiple Subject Teaching Credential, a passing score on all three subsets of the CSET

APPLICATION PROCESS

- All application materials listed above must be submitted on or before **May 15, 2018**

Mail to:

Leadership Institute
5450 Victoria Ave
San Bernardino, CA 92506
Attention: Dr. Michael Roe

Or email all documents to mroe@acsa.org

- Participate in an interview with Leadership Institute faculty.
- Recommendations handled by the Leadership Institute.

1. PERSONAL INFORMATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____

Email Address _____

2. PROFESSIONAL INFORMATION

Job Title _____

School District _____

School _____

Total Years of Teaching Experience _____

School Address _____

City _____ State _____ Zip _____

Work Phone _____

Work Email Address _____

Preferred email address for ongoing communication _____

3. EDUCATIONAL BACKGROUND

Degrees Earned (list degree, date, and institution for each):

- ❖ _____
- ❖ _____
- ❖ _____
- ❖ _____
- ❖ _____

California Credentials (list exact title of each):

- ❖ _____
- ❖ _____
- ❖ _____
- ❖ _____
- ❖ _____

4. PERSONAL LEADERSHIP STATEMENT

Attach a personal statement (12-point font, double-spaced, 3-5 pages), describing your leadership characteristics and sharing what role these characteristics would play in leading a school.



RECRUITMENT/APPLICATION TIMELINE 2018-19

Preliminary Administrative Services Credential Program

Tentative

March 2018	Applications available at www.acsa.org
March and April 2018	Informational Meetings
May 15, 2018	Applications due
April - May 2018	Interviews held for potential candidates
June 1, 2018	Announcement of participants for 2018-19 Institute
June 15, 2018	Participants to confirm acceptance into program
June 21, 2018	National University Master's orientation
July 15, 2018	1 st payment due
July 28, 2018	Course registration deadline via CAM
July - August 2018	Kindle pick-up/training
August 25, 2018	Program overview & orientation
September 8, 2018	First day of instruction