



## ST. JOHNS COUNTY SCHOOL DISTRICT

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### Phase I Leadership Academy Application Checklist 2023-2024

Applicant's Name: \_\_\_\_\_

Applicant's Job/ Location: \_\_\_\_\_

- Leadership Academy application form
- Current resume
- Verification of at least three years teaching experience rated effective or highly effective (from principal or HR Personnel Specialist assigned to your school)
- Documentation of at least 50% completion of a Master's degree in Educational Leadership (letter or transcript) or 50% completion of the requirements of an accredited certification program (letter or transcript) in Ed Leadership.
- Letter of recommendation from your most recent principal or supervisor describing your potential ability for leadership and confirmation of school level and district level leadership experiences (SAC Chair, Department Chair, Team Leader, Grade Level Leader, MTSS Team Leader, District Coordinator, etc.)
- Copy of your St. Johns County professional inservice record. Employees can access their inservice transcript by clicking on "Course Transcript" through Employee Online in SunGard Business Plus.
- Essay describing the essential qualities of a highly effective school administrator (two pages or less)

*Please make sure all elements from the list above are included. Turn in to the Leadership Development office Room 104 of the Fullerwood Training Center or send digitally to [Paula.Steele@stjohns.k12.fl.us](mailto:Paula.Steele@stjohns.k12.fl.us) no later than Friday, July 14, 2023.*