



## ST. JOHNS COUNTY SCHOOL DISTRICT

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

If you are a current instructional employee and you wish to serve the children of St. Johns County in an administrative capacity, please follow the steps to complete the application process on the Leadership Development website. If you have any questions concerning the application, please contact the Leadership Development office for assistance at 547-3982, or email [Paula.Steele@stjohns.k12.fl.us](mailto:Paula.Steele@stjohns.k12.fl.us).

Applications for the 2023 - 2024 class of the Phase I Leadership Academy will be accepted through **July 14, 2023**. Your application packet should include:

- Leadership Academy application
- Current resume
- Verification of at least three years teaching experience rated effective or highly effective (contact your Human Resources 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 in Ed Leadership (letter or transcript).
- A 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.)
- A copy of your St. Johns County professional inservice record. Employees can access their inservice transcript by clicking on "Course Transcript" through Employee Online in SJCSO BusinessPlus.
- An essay describing the essential qualities of a highly effective school administrator (two pages or less)

Successful completion of the Phase I Leadership Academy requires that participants attend monthly two-hour late afternoon/evening sessions (**attendance is required**), complete all assignments, and participate in an 80-hour **unpaid** summer internship.