



ST. JOHNS COUNTY SCHOOL DISTRICT

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Phase I Leadership Academy Application Process 2024 - 2025

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 and Professional Learning website. If you have any questions concerning the application, please contact the Leadership and Professional Learning office for assistance at 547-3982, or email Paula.Steele@stjohns.k12.fl.us.

Applications for the 2024 - 2025 class of the Phase I Leadership Academy will be accepted through **July 12, 2024**. Your application packet should include:

- Leadership Academy application which can be found on our website by following this link: <https://www.stjohns.k12.fl.us/leadership>
- Current resume
- Verification of at least three years teaching experience rated effective or highly effective (please provide copies of your previous evaluations).
- 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, followed by a mock interview with district leaders.