



ST. JOHNS COUNTY SCHOOL DISTRICT

10 Hildreth Drive
St. Augustine, Florida 32084
Telephone (904) 547-3982

Paula Steele
Senior Director of Leadership and Professional Learning
Paula.Steele@stjohns.k12.fl.us

Phase I Leadership Academy Application Process 2025 - 2026

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 904 - 547-3982, or email Paula.Steele@stjohns.k12.fl.us.

Applications for the 2025 - 2026 class of the Phase I Leadership Academy will be accepted through **July 10, 2025** 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.



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Phase I Leadership Academy Application Checklist 2025-2026

Applicant's Name: _____

Applicant's Job/ Location: _____

- Leadership Academy application form (<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 performance 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 (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 and Professional Learning office, Room 104 of the Fullerwood Training Center or send digitally to Paula.Steele@stjohns.k12.fl.us no later than **Thursday, July 10, 2025.***

**St. Johns County School District
Leadership Academy Application
Phase I 2025-2026**

GENERAL INFORMATION

Applicant's Name _____ Date _____
Employee ID Number (EO.....) _____
School/Department _____ Work Phone _____
Cell Phone _____
E-mail Address _____

WORK HISTORY

Current Position _____ Number of years of teaching experience _____
Previous job experience in education (prior to this year) _____
Degree(s) held _____
Certification area(s) _____
Have you completed at least 50% of a graduate degree in Educational Leadership? Yes No
When will (did) you graduate? _____
Institution _____

STATEMENT OF UNDERSTANDING

I understand that I am requesting application into the first phase of training leading to School Principal certification. I understand that I may be committing to several daytime workshops, evening sessions and an 80-hour **unpaid** summer internship. I also understand that successful completion of Phase I Training will be based on active participation in all sessions, completion of assigned coursework, attendance at one School Board meeting, and the program exit interview. I understand that, if I have not already done so, I must submit an application packet to the Leadership and Professional Learning office by July 10, 2025. Finally, I understand that as a future leader in St. Johns County I will be expected to exhibit professional conduct reflective of such a role.

Applicant's Signature _____ Date _____