



ST. JOHNS COUNTY SCHOOL DISTRICT

Learning to Lead Leadership Academy Application 2026-2027

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This Leadership Academy is designed for aspiring school leaders who have completed at least half of the requirements for either a degree or certificate in Educational Leadership. The academy meets once a month, providing presentations from Accountability & Intervention Services on MTSS/RTI and the ESE Department, which gives an overview of LEA responsibilities when serving in an Assistant Principal position. In addition, time is spent reviewing the Florida Educational Leadership Standards (FELS), conducting an in-depth review of an Assistant Principal role in SJCS, building a resume, and preparing for an Assistant Principal interview. Successful completion of the Learning to Lead Leadership Academy requires that participants attend monthly two-hour late afternoon/evening sessions (**attendance is required**), complete all assignments, attend a school board meeting, and participate in an 80-hour **unpaid** summer internship, followed by a mock interview with district leaders.

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 email Michelle Reid at Michelle.Reid@stjohns.k12.fl.us.

Applications for the 2026 - 2027 class of the Learning to Leadership Academy will be accepted through Thursday, July 9, 2026. Only completed applications, including all required documents, will be accepted.

Applicants must submit a completed application packet that includes the following:

- 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 of teaching experience with evaluations ratings of 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, Dean, Testing Coordinator, etc.)
- A copy of your St. Johns County professional in-service record. Employees can access their in-service transcript by clicking on "Course Transcript" through Employee Online in SJCS Business Plus.
- An essay describing the essential qualities of a highly effective school administrator (two pages or less)



ST. JOHNS COUNTY SCHOOL DISTRICT

Learning to Lead Leadership Academy Application Checklist 2026-2027

Applicant's Name: _____

Applicant's Current Assignment/ Location: _____

- Leadership Academy application form (<https://www.stjohns.k12.fl.us/leadership>)
- Current resume
- Verification of at least three years of teaching experience with evaluation ratings of 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, Dean, Testing Coordinator etc.)
- Copy of your St. Johns County professional in-service record. Employees can access their in-service 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 ensure that all items listed above are included with your application submission. Only completed application packets should be submitted via interoffice to Regional Superintendents, attention Michelle Reid, or sent electronically to Michelle.Reid@stjohns.k12.fl.us, no later than Thursday, July 9, 2026.

Applicants will receive email confirmation once their completed packet has been received.

**St. Johns County School District
Learning to Lead Leadership
Academy Application 2026-2027**

GENERAL INFORMATION

Applicant's Name _____

Date _____

Employee ID Number (EO.....) _____

Work Phone _____

School/Department _____

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? _____

STATEMENT OF UNDERSTANDING

I understand that I am applying to the **Learning to Lead Leadership Academy**, the first phase of training leading to **School Principal certification**. I acknowledge that participation may include **daytime workshops, evening sessions, and an 80-hour unpaid summer internship**, and that **successful completion of the program** requires **active participation in all sessions, completion of assigned coursework, attendance at one School Board meeting, and participation in the program exit interview**.

I further understand that I must submit a **completed application packet** to the **Regional Superintendents Office** by **Thursday, July 9, 2026**, and that, as a future leader in **St. Johns County**, I am expected to **exhibit professional conduct reflective of this role**.

Applicant's Signature _____

Date: _____