

**Performance-Based Educational Leadership Alternative Certification (Alt Cert)**

**Requirements**

**D. Screening and Selection**

**Describe the process that will be used to screen and select individuals who will become candidates for the program:**

* Prospective candidates will submit Round 1 application documents including:
  + a resume,
  + letter of recommendation from their Principal (form that will remain confidential),
  + three letters of recommendation,
  + written response which will be reviewed by a panel ,
  + candidates will recommended (or not) to progress to Round 2
* During Round 2, prospective candidates will submit a transcript and a writing sample describing their views on education leadership and Platform of Beliefs); these will be reviewed by the panel. Candidates will be recommended to move to Round 3
* During Round 3, prospective candidates will be interviewed by the panel. They will also participate in a school walk-through with an SLC coach (experienced ed. Leader). During the walk-though, the candidate will visit classrooms, observe teaching practices for 10 minutes and then provide comments, observations and recommendations via a form provided by the coach. These documents will be reviewed by the panel.
* Final recommendations for the candidate to enter the Program will be made
* Successful candidates will be notified of their acceptance into the Program.

**Identify screening tools and the criteria that will be used to place participants in the program:** The following screening tools will be used:

* Application form
* Copy of current teaching certificate and at least 3 years’ PK-12 teaching experience
* Hold or be able to hold a Type B or Level 2 teaching certificate or have a comparable out-of-state teaching certificate
* Current resume or curriculum vitae
* Education courses completed/degrees earned; transcript of college courses from an accredited university/baccalaureate degree with a GPA at least 2.5
* Two Letters of recommendation from supervisors and other school leaders
* Form provided by recommending Principal; positive evaluation of performance to date
* Short essay that articulates the candidates views on education leadership and Platform of Beliefs
* Panel Interview
* Panel members will utilize a rubric with “Exceeds”, “Proficient”, or “Below” and a weighted 10 point-value scale to evaluate prospective candidates.
* Successful candidates will be notified of their acceptance into the program

**Provide a description of the criteria for admission that will be disseminated to recruits and applied consistently to all candidates:**

* Possess a baccalaureate degree from an accredited university and have earned at least a 2.5 overall GPA;
* Have successful K-12 teaching experience and demonstrate strong knowledge of instruction through interviews by screening committee members; positive evaluation by supervisor;
* Hold or be eligible to hold a valid Louisiana Type B or Level 2 teaching certificate or have a comparable level out-of-state teaching certificate;
* Provide a vision for personal leadership development and commitment:
* Demonstrate a track record of participating in school and community leadership activities with demonstrated success of such participation (letters of recommendation, activity outcomes, etc.);
* Demonstrated evidence as a leader, supported by a personal description of leadership activities and letters of support/recommendation;
* Expertise and proficiency in MicroSoft Office programs (Word, PowerPoint and Excel), computer and printer access, high speed internet access.