

Cohort 6 Mentee Application

Application due **February 26, 2018**



Application Process:

Note: School leaders of struggling schools are eligible to participate as mentees.

- By 5 PM on Monday, February 26, 2018: Scan and submit complete application by email to ppe.ped@state.nm.us.
 - Receipt of complete applications will be confirmed.
- For districts that have a school leader apply for Cohort 6, the superintendent and a designated PPE team of 2 to 3 (e.g. Associate Superintendent, Director of Curriculum and Instruction, Elementary Schools, district-level coach) must attend PPE District Orientation in March (date TBD) in Albuquerque.
- Selected applicants will be invited to participate in a Behavioral Event Interview (BEI).
- Applicants will be notified of selection decisions in early May.
- All new mentees must attend PPE Cohort 6 Induction Wednesday through Friday, June 13 - 15, 2018 in Albuquerque.

Application Materials & Submission Guidelines:

To be considered for the mentee role in Principals Pursuing Excellence, submit a complete application that includes all of the items listed below.

1. Letter of Intent (500 words)
 - In a traditionally formatted cover letter, please explain why you want to become a PPE mentee, how you hope to develop, and what you hope to achieve through collaboration with your mentor, turnaround leader, and district.
2. Application Form (Attachment A)
3. Essay Question (500 words)
 - Turnaround principals must have an urgent desire to set challenging goals and reach a high standard of performance despite barriers¹. What characteristic(s) do you believe to be most important to the success of a school-level turnaround leader? Explain your reasoning and describe how you have demonstrated the characteristic(s) in your professional life.
4. Signed Superintendent's Assurance of Commitment (Attachment B)
5. Current resume
6. Scanned copy of New Mexico Level 3-B License

Questions? Please contact:

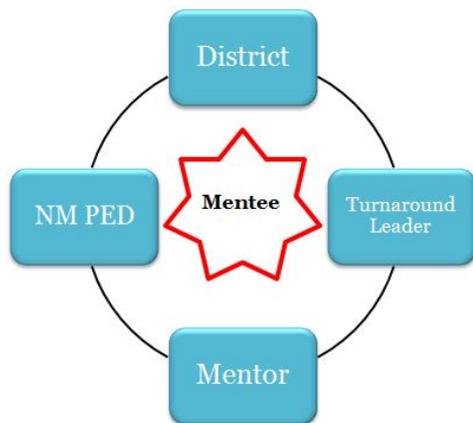
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¹ Turnaround Leadership Competencies: A Presentation by the West Comprehensive Center.
http://ped.state.nm.us/ped/PrioSchoolsDocs/Turnaround_Leadership_Competencies_PDF_of_power_point.pdf

Principals Pursuing Excellence is a two-year program aimed at leveraging the expertise of New Mexico's educational leaders to support and empower New Mexico's school leaders as they work to dramatically improve student achievement in their schools.

PPE is...

- Focused on building leadership capacity in New Mexico's schools and districts
- Multilayered professional development and mentorship to mentee school leaders



Project Structure:

With the support of the district, mentor, and turnaround leader, each mentee works with their core team to assess school needs based on data and establish an Annual and 90-day Plan containing effective turnaround strategies (e.g. data-driven instruction, school culture of achievement, observation and feedback).

To support successful implementation and monitoring of the school's 90-day Plan, each mentee principal receives ongoing coaching and mentoring during monthly onsite visits and frequent check-ins.

All roles, including superintendents and district leadership, participate in cohort convenings to further cultivate the competencies and skills of turnaround leaders.

The Theory of Action that underpins Principals Pursuing Excellence follows:

If we strengthen the competencies of leaders to transform districts and schools, **then** they will have the capacity to take bold and purposeful action.

If leaders take bold and purposeful action, **then** they establish the conditions for effective teaching and learning.

If the conditions for effective teaching and learning are established, **then** teachers will have the opportunity to improve instructional practice.

If teachers improve instructional practice, **then** student learning will increase.

Mentee Expectations

- Attend and participate in one three-day and six two-day professional developments (first year: June, September, January, June; second year: September, January, June)
- Plan, implement, and monitor Annual and 90-day Plans with the support of a mentor, turnaround leader, and district designee
- Participate in additional assigned meetings as needed
- Coordinate at least one onsite visit per month to work with mentor
- Keep artifacts to demonstrate growth in instructional leadership and student achievement through the course of 90-day Plans
- Collaborate with mentor and turnaround leader to complete required reports

Turnaround Competencies and the Behavioral Event Interview:

School turnaround efforts aim to effect “quick, dramatic, and sustained change driven by a highly capable leader.”² Cross-sector research by Public Impact suggests that the turnaround competencies possessed by these highly capable leaders are markedly different from individuals who successfully lead organizations that are *already* high-performing. A competency is defined as “a pattern of thinking, feeling, acting or speaking that causes a person to be successful in a job or role. Competencies may be developed, but they are most powerful when used to select people who are already a good fit for the job.”³

All applicants to the Principals Pursuing Excellence project must complete a Behavioral Event Interview (BEI). The BEI is designed to elicit evidence and examples of the specific competencies and skills an applicant possesses, based on the premise that a person's past behavior is the best predictor of their future performance. All applicants who participate in a BEI will receive a confidential feedback report and follow-up phone call addressing the school turnaround leadership competencies.

²Kowal, J., Hassel, E.A., & Hassel, B.C. (2009) *Successful School Turnarounds: Seven Steps for District Leaders*. Washington, DC: The Center for Comprehensive School Reform and Improvement.

³Public Impact. (2007). *School turnarounds: A review of the cross-sector evidence on dramatic organizational improvement*. Lincoln, IL: Center on Innovation and Improvement. Available: <http://www.centerii.org/survey/downloads/Turnarounds-Color.pdf>

Attachment A: Mentee Application Form

Name:

Email:

Preferred phone #:

Years as a school leader:

Years as school leader at current school:

Have you previously applied for PPE? Yes / No

How did you hear about PPE? If someone referred you, please indicate whom.

School:

Mailing address:

City/State/Zip:

School phone #:

School enrollment:

Grades served:

Current School Grade and Status (i.e. MRI, CSI, TSI, if applicable):

LEA:

Superintendent/Executive Director:

Email:

Phone #:

Supervisor (if different):

Email:

Phone #:

Attachment B: Superintendent’s Assurance of Commitment

Principals Pursuing Excellence (PPE) is a two-year program aimed at leveraging the expertise of New Mexico’s educational leaders to support and empower New Mexico’s school leaders as they work to dramatically improve student achievement in their schools.

Project Structure:

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To support successful implementation and monitoring of the school’s 90-day Plan, each mentee principal receives ongoing coaching and mentoring during monthly onsite visits and frequent check-ins.

All roles, including superintendents and district leadership, participate in cohort convenings to further cultivate the competencies and skills of turnaround leaders.

The Role of the District in Turnaround⁴:

The district plays an essential role in maintaining the intense focus on student achievement needed for urgent and sustainable success. This includes:

- Supporting principals to establish and implement a school Annual and 90-day Plan based on root cause analysis
- Utilizing well-designed, rigorous, common interim assessments aligned to a rigorous, standards-based scope and sequence
- Establishing data structures for collection and distribution that support the regular use of data to inform instruction
- Providing principals with differentiated support and accountability on such “critical autonomies” as staffing decisions, scheduling, budgeting, targeted professional development, and other operational issues

District Commitments:

- For districts that have a school leader apply for Cohort 6, the superintendent and a designated PPE team of 2 to 3 (e.g. Associate Superintendent, Director of Curriculum and Instruction, Elementary Schools, district-level coach) must attend PPE District Orientation in March (date TBD) in Albuquerque. A registration link for the event will be provided to the superintendent upon receipt of a complete mentee application.
- Superintendents and district teams commit to partnering with PED/PSB to assess district strengths and needs; identifying priorities related to creating and aligning instructional systems; and participating in ongoing professional development around planning, implementation, and monitoring of district and school improvement efforts.

⁴ Steiner, L. and Hassel, E.A. (2011) *Using Competencies to Improve School Turnaround Principal Success*, (Public Impact). Charlottesville: University of Virginia’s Darden/Curry Partnership for Leaders in Education. Retrieved from www.DardenCurry.org.

- Superintendents of selected mentees must sign assurances to support selected school leader(s) as they:
 - Attend and participate in one three-day and six two-day professional developments (first year: June, September, January, June; second year: September, January, June)
 - Plan, implement and monitor Annual and 90-day Plans with the support of a mentor, turnaround leader, and district designee
 - Participate in additional assigned meetings as needed
 - Coordinate at least one onsite visit per month to work with mentor
 - Keep artifacts to demonstrate growth in instructional leadership and student achievement through the course of 90-day Plans
 - Collaborate with mentor and turnaround leader to complete required reports

To be completed by the superintendent:

By signing below, the Superintendent agrees to attend the PPE District Orientation in March (date TBD) in Albuquerque.

Printed: _____

Signed: _____

Date: _____

In addition to the Superintendent, the following designated PPE team of 2 to 3 (e.g. Associate Superintendent; Director of Curriculum and Instruction, Elementary Schools; district-level coach) will attend PPE District Orientation in March (date TBD) in Albuquerque and support selected mentees throughout the two-year program.

District Designee	Position	Email Address