



**DATED MATERIAL – RESPOND IMMEDIATELY**

**Application Deadline: November 8, 2022**



**Application  
Principal Candidate Semester Residency  
Spring 2023**

**For additional information, contact:  
Ms. Telenia Madison, Education Administrator  
Alabama State Department of Education  
Professional Learning  
Principal Candidate Semester Residency  
Gordon Persons Building, Room 5146  
P. O. Box 302101  
Montgomery, AL 36130-2101  
Telephone: (334) 694-4827  
Email: [tmadison@alsde.edu](mailto:tmadison@alsde.edu)**



### **Rationale:**

It is important that public funds are expended for the purposes intended and that the residency experience prepares a principal candidate to be an instructional leader as defined by the Alabama Standards for Instructional Leaders. Candidates must be seeking initial Instructional Leadership certification. The focus of the residency is to provide leadership training as an instructional leader at the school level. It is also imperative that there is an evaluation process for the residency that yields evidence to support that the leadership activities during the semester spent with a trained, veteran principal mentor better prepare principal candidates to be successful instructional leaders.

### **Grant Purposes:**

The purpose of the Principal Candidate Semester Residency Grant is to improve schools and increase student achievement as the result of effective school leadership as supported by the Alabama State Department of Education by:

1. Continuing and strengthening the development of partnerships between LEAs and universities in the preparation of school leaders.
2. Ensuring that principal candidates' practice is aligned to the Alabama Standards for Instructional Leaders and is result-oriented.
3. Maintaining and strengthening redesigned instructional leadership preparation programs.

### **Application Format & Description:**

Provide a description for each semester residency designed for a particular candidate and supported by an LEA/university partnership(s). With the exception of required attachments and requested documents, all content should be entered on the application provided. All application content should be entered in 10 or 12 font size only. Do not edit the size of the text fields in the application.

**Complete all pages of the application and return by November 8, 2022. All information must be submitted on an original application for each prospective resident to the address listed below. All applications must be mailed or delivered by overnight carrier. No walk-ins, faxed, or electronic copies will be accepted. For delivery status, refer to tracking information provided by carrier, if selected. Please sign all signatures in ink.**

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**Montgomery, AL 36130-2101**

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\*Please provide complete contact information. (Type or Print legibly)

**LEA/Superintendent** \_\_\_\_\_  
**Name of School System** \_\_\_\_\_  
**School System Address** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**LEA/Chief School Financial Officer** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**LEA/Human Resource Director** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**University/Contact** \_\_\_\_\_  
**University Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Candidate** \_\_\_\_\_  
**Candidate Address** \_\_\_\_\_  
**Candidate Email** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**School System Name** \_\_\_\_\_  
**Current Principal** \_\_\_\_\_  
**Current School and Address** \_\_\_\_\_

**Principal Mentor** \_\_\_\_\_  
**School System Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Current School and Address** \_\_\_\_\_

\_\_\_\_\_  
**Partnering Superintendent - Signature**

\_\_\_\_\_  
**Partnering Dean of Education – Signature**



**Describe the Strengths of the Candidate:**

Section I. The candidate should provide a brief narrative, no more than one (1) double-spaced page in the space provided below, explaining why he or she would like to participate in a semester residency. A current resume for the candidate should also be included in the application submission packet.



**Describe the Strengths of the Partnership(s):**

Section II. Describe the strength of the LEA/university partnership applying for the semester residency grant. Provide evidence of a strong and dynamic partnership by giving examples of specific practices and active participation of each partner. Also include a current copy of a signed Memorandum of Agreement (MOA) detailing the roles and responsibilities of the partnership sponsoring the residency.



### **Describe Mentor Selection:**

Section III. Describe the selection process the LEA/university partnership used to ensure the quality of the principal mentor(s), include the following criteria: Experience, Measure of Leadership Effectiveness, Mentor Training, and additional reason(s) why the mentor(s) would be effective. **Note: Ideally, the residency should be completed with one mentor. When possible, the mentor should not be the applicant's current principal. Due to potential staff changes and the possibility of an alternate principal assignment, list two mentors.**

**Mentor Name** \_\_\_\_\_ **School** \_\_\_\_\_

Mentor Experience	
Mentor Measure of Leadership Effectiveness	
Mentor Training (University's responsibility)	
Additional Reason(s) Why the Mentor Would Be Effective	

**Mentor Name** \_\_\_\_\_ **School** \_\_\_\_\_

Mentor Experience	
Mentor Measure of Leadership Effectiveness	
Mentor Training (University's responsibility)	
Additional Reason(s) Why the Mentor Would Be Effective	



**Describe the Residency:**

Section IV. Define specific activities that will occur during the residency to ensure that the candidate will have learning experiences aligned to each of the Alabama Standards for Instructional Leaders. Identify each activity as being one in which the Resident will observe, participate in, or lead.

Standard	Activity	Observe/ Participate In/Lead
1) Planning for Continuous Improvement		
2) Teaching and Learning		
3) Human Resource Development		
4) Diversity		



**Describe the Residency:** (continued)

Section IV. Define specific activities that will occur during the residency to ensure that the candidate will have learning experiences aligned to each of the Alabama Standards for Instructional Leaders. Identify each activity as being one in which the Resident will observe, participate in, or lead.

Standard	Activity	Observe/ Participate In/Lead
5) Community & Stakeholder Relationships		
6) Technology		
7) Management of the Learning Organization		
8) Ethics		





**Describe Residency Evaluation:**

Section V. Explain how the LEA/university partnership will monitor, evaluate, and ensure that the candidate will attain leadership knowledge and skills related to each of the Alabama Standards for Instructional Leaders. Include a process for formative feedback involving the Resident and partners and clear steps that will be taken to remediate any deficiencies that are identified.

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