

# ELMV

## EDUCATIONAL LEADERSHIP MOHAWK VALLEY

### CANDIDATE SELECTION CRITERIA AND PROCESS

**The purpose of the Educational Leadership Mohawk Valley is to identify future leaders for our school districts, broaden their perspectives, and confront the educational issues at large. The superintendents and educational leaders of our Central New York State Region will design a plan to introduce new, talented people to the careers of school, school district, and BOCES leadership. The plan will reflect the needs of the leadership group. Activities may include mentoring opportunities, workshops, shadowing experiences, study groups and other supports.**

**Desirable characteristics of leadership candidates include:**

- A. **LEADERSHIP ABILITY.** This may be demonstrated by participating in activities inside and out of the educational setting.
- B. **COMMITMENT TO PROGRAM.** The candidate and employer must be willing to make the time commitment to attend follow up seminars. The first seminar, the Aspiring Administrators' Conference, is mandatory.
- C. **STABILITY IN COMMUNITY.** It is important that the candidate has a high likelihood of remaining in the school district or region for at least several years.
- D. **EXEMPLARY CHARACTER.** Candidates should have a positive attitude towards education, students and the community, and project the type of character desirable in educational leaders.

#### Selection Process

A screening committee will review each application and determine the ability of each candidate to meet the criteria outlined. In addition to these characteristics, an attempt will be made to choose candidates from varied backgrounds, experiences, communities and geographic areas.

#### Application Process

Applications are available on-line. Go to: <http://www.oneida-boces.org/> and click on ELMV Application. Please follow instructions below:

1. Complete on-line application and e-mail to Mr. Howard Mettelman, District Superintendent at: [dlapera@oneida-boces.org](mailto:dlapera@oneida-boces.org).

**AND**

2. Download completed application. Sign application and secure supervisor's signature. Send signed application to your District Superintendent at the address listed below:

Mr. Howard Mettelman Oneida-Herkimer-Madison BOCES Box 70, Middle Settlement Road New Hartford, NY 13413 (315) 793-8569	Ms. Jacklin Starks Madison-Oneida BOCES P.O. Box 168 Verona, NY 13478 (315) 361-5510	Mr. Mark Vivacqua, Deputy Supt. Herkimer BOCES 352 Gros Boulevard Herkimer, NY 13350 (315) 867-2022
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## **ELMV PARTICIPATION PROCESS**

1. Submission of ELMV application.
2. Review of application and selection of participants.
3. Notification of participants.
4. Notification of participants' selection to the participants' superintendent.

## **SUPERINTENDENT'S RESPONSIBILITIES**

1. Mentoring of the participant or actively involved in seeking a mentor.
2. Facilitate the interview/shadowing process.
3. Provide release time for the participant to participate in interviews and three seminars (2.5 hours each) without penalty.
4. Provide a course outline to all contact persons in order to guide a successful shadowing experience.
5. Schedule debriefing sessions following each shadowing experience and seminar.

## **PARTICIPANT RESPONSIBILITIES**

1. Complete eight interviews or shadowing experiences as described in the Administrative Field Experience.
2. Maintain a journal of his or her experiences containing descriptions and reflections of the ELMV experience. Participants are encouraged to select a theme (standards, looping, etc.) and ask questions related to this theme during each interview.
3. Develop a portfolio to include a resume, educational belief statement or philosophy of educational leadership, leadership goals, artifacts demonstrating educational leadership accomplishments and reflections on these accomplishments.
4. Participation in a final symposium with the ELMV Steering Committee. During the final symposium participants will present their portfolios, plan for their next step as educational leaders and assist in evaluating the ELMV experience.

This experience is designed to assist participants in answering the questions:

- What did you learn about educational administration and leadership through this experience?
- How could I apply my new understanding of educational leadership to my work as an educational leader?

**CONFIDENTIALITY:**

The shadowing and mentoring activities may involve issues that are to remain confidential. Questions of confidentiality should be discussed with the participant's mentor. All participants are expected to conduct themselves in a professional manner, so as to maintain the integrity of the leadership experience.

**PROGRAM TIMELINE**

June 1, 2009	Submission of ELMV Application
July 2009	Selection of Fall 2009 Participants
September 2009	Start of Fall 2009 Program
October 2009	Participant Dinner
December 2009	Participant Dinner
March 2011	ELMV Conference Participation
March 2011	Final Symposium

Specific dates are established by the steering committee and ELMV participants.

## ADMINISTRATIVE FIELD EXPERIENCE

Each participant will spend time with a variety of individuals and groups associated with the administration and leadership of a school district in addition to fellow students:

1. Superintendent (or designee in larger districts)  
Review the Job Description of a Superintendent of Schools  
Interview and/or shadow a Superintendent in the conduct of district wide responsibilities (3 hours). Gain an understanding of:

Duties	Developing a district-wide culture
How time is spent	Career track leading to position
Skills required	How she/he sets and meets goals
  
2. Deputy or Assistant Superintendent  
Review the Job Description of a Deputy or Assistant Superintendent of Schools  
Interview and/or shadow a Deputy or Assistant Superintendent in the conduct of district wide responsibilities (3 hours). Gain an understanding of:

Duties	Career track leading to position
How time is spent	How she/he sets and meets goals
Skills required	
  
3. Review the Job Description of an Elementary Building Administrator  
Interview and/or shadow an Elementary Building Administrator and spend time observing/assisting in an elementary office (3 hours). Gain an understanding of:

Duties	Skills required
How time is spent	Career track leading to position
Improving teaching and learning	Dealing with change
Developing a building culture	
  
4. Review the Job Description of a Secondary Building Administrator  
Interview and/or shadow a Secondary Building Administrator and spend time observing/assisting in an office (3 hours). Gain an understanding of:

Duties	Skills required
How time is spent	Career track leading to position
Improving teaching and learning	Dealing with change
Developing a building culture	
  
5. Review the Job Description of a Director of Special Education  
Interview and/or shadow a Director of Special Education and spend time observing in a CSE office (3 hours). Gain an understanding of:

Duties	Skills required
How time is spent	Observe a CSE meeting
Programming options	Career track leading to position

6. Review the Job Description of a Director of Technology  
Interview and/or shadow a Director of Technology and spend time observing (3 hours).

Gain an understanding of:

Duties	Skills required
How time is spent	Developing a program philosophy
Career track leading to position	Relationship to the academic program

7. Review the Job Description of a Director of Athletics  
Interview and/or shadow a Director of Athletics and spend time observing during an athletic event (3 hours). Gain an understanding of:

Duties	Relationship to the academic program
How time is spent	Career track leading to position
Skills required	Developing a program philosophy

8. Review the Job Description of a School Business Administrator  
Interview and/or shadow a School Business Administrator and spend time observing in a business office (3 hours). Gain an understanding of:

Duties	Career track leading to position
How time is spent	Roles of personnel in a business office
Skills required	Relationship to academic program

9. Review the Job Duties of a Teacher Association President (3 hours).  
Interview and/or shadow an Association President. Gain an understanding of:

Duties	Skills required
How time is spent	Career track leading to position
Developing a philosophy	Relationship to academic program

10. Interview 2 Board of Education members and attend a Board of Education meeting (4 hours). Gain an understanding of:

Role and responsibilities	How BOE decisions are made
Role of BOE President	Relationship of BOE to community
Relationship of BOE member to Superintendent	

11. BOCES Administrator

Review the Job Description of a BOCES Administrator

Interview and/or shadow this person in providing services to constituent districts (3 hours). Gain an understanding of:

Duties	Developing a service culture
Skills required	Career track leading to position
How time is spent	How he/she sets and meets goals

## ADMINISTRATIVE FIELD EXPERIENCE RECORD

Participant \_\_\_\_\_ Session \_\_\_\_\_

On-Site Mentor (Superintendent or Designee) \_\_\_\_\_

***Contact Persons & Signature***

***Locations***

Superintendent:	
Deputy or Assistant Superintendent:	
Elementary Administrator:	
Secondary Administrator:	
Director of Special Education:	
Director of Technology:	
Director of Athletics:	
School Business Administrator:	
Teacher Association President:	
BOE Member 1:	
BOE Member 2:	
BOCES Administrator:	

Shadowing and/or interviewing experiences should be completed outside of the participants' home district in order to allow the participants to gain a broad perspective of various school district practices and school cultures. Shadowing and/or interviews may be completed within the home district only when necessary.

**ELMV APPLICATION**  
**PLEASE PRINT OR TYPE ALL INFORMATION**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
(last) (first) (middle)

**Address**

\_\_\_\_\_  
(street) (city) (zip)

**Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Education**

School Name, City, & State	Date Graduated	Degree	Major
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_____	_____	_____	_____
High School			

_____	_____	_____	_____
Undergraduate			

_____	_____	_____	_____
Graduate			

Honors or Awards \_\_\_\_\_

**Employment**

Present Employer \_\_\_\_\_ Superintendent & Phone # \_\_\_\_\_

Office Location \_\_\_\_\_

Date Employed \_\_\_\_\_ Title/Responsibility \_\_\_\_\_

**Previous Employer (most recent first)**

Employer	Location	Title/Responsibility	From/To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**A. Organizations and Activities**

Please list, in order of importance, up to five (5) community, religious, social or other types of organizations which you are or have been a member.

Organization	From	To	Position(s) Held
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**B. What have you accomplished in at least three of these activities that you consider important?**

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