

Assistant Principal Leadership Training

Cohort 4

Purpose

The path to providing effective leadership, educational excellence and equity for every student begins with certified school leaders who have acquired and can demonstrate the skills and dispositions of turnaround leaders.

The Oklahoma State Department of Education (OSDE) in partnership with EDUTAS at the University of Oklahoma, will provide a series of professional learning opportunities focused on **developing knowledge, skills, behaviors, and attitudes with priority given to collaborative leadership, school climate and culture, collective efficacy, and change management** topics as applied to school turnaround leadership standards through the lens of equity.

Recent research suggests that collective efficacy is the number one factor influencing student achievement. *Moving UP* pairs collective efficacy with a sharp focus on collaborative leadership for principals seeking to change their educational ecosystem through practical strategies and tools for increasing student achievement. Primary consultant for Cohort 4 is author and learning facilitator Jenni Donohoo, PhD. All professional materials will be provided.

Administered through OSDE's Office of Teacher Leader Effectiveness (TLE), this *Moving UP – Cohort 4* series is now available to 30 assistant principals or early career principals in a select number of Oklahoma public school districts, **free of charge**. *Moving UP Cohort 4* includes face-to-face and virtual group training sessions and one-on-one coaching. Based on effective school leader research and best practice, *Moving UP Cohort 4* offers five full-day face-to-face sessions (40 hours), seven virtual group sessions (7 hours) and access to 1:1 coaching (~15 hours). Participants typically invest additional time (~40 hours) practicing knowledge, skills, and processes acquired in the sessions. Participants will be grouped into small teams for authentic learning, personalized coaching, mentoring, networking, and support throughout the cohort beginning in October 2019 ending in March 2020.



Session dates are confirmed; topics include, but are not limited to:

Mode	Date	Topic
In-person	September 17, 2019	Recommended Focusing on Collaborative Leadership: Ethics, Excellence & Equity Seminar
Virtual	TBD	Reflection and Application
In-person	October 15, 2019	Understanding and Supporting Change for Leaders
Virtual	TBD	Reflection and Application
In-person	November 11, 2019	Developing Communication Skills for Collaborative Leadership
Virtual	TBD	Reflection and Application
In-person	January 14, 2020	Improving Student Outcomes and Instructional Leadership
Virtual	TBD	Reflection and Application
In-person	February 10, 2020	Leveraging Collective Efficacy to Make “What Works” Actually Work
Virtual	TBD	Reflection and Application
In-person	March 10, 2020	Promoting Collaborative Learning Cultures

All sessions will be held at the **Norman Public Schools Administrative Service Center, 131 S. Flood, Norman, OK**. All sessions **begin at 8:30 and end by 3:30 p.m.**

ELIGIBLE PARTICIPANTS

Oklahoma school district assistant principal and early career principals are encouraged to apply. Priority is given to applicants with current principal certification. Participants must commit to attend all sessions. Each face-to-face session is scheduled from 8:30 a.m. to 3:30 p.m. in Norman, OK. There is **no cost to participants**. Application with **site and district approval is required**.

PARTNERS Nationally recognized school leadership expert and Corwin Press author Dr. Jenni Donohoo in collaboration with OSDE, and EDUTAS at the University of Oklahoma, will facilitate In-person sessions.

OBJECTIVES

Moving UP is designed to prepare assistant principals, and new head principals for the complex challenges of leading their own building. The ultimate goal is to develop strong leaders at the onset of their careers, leading to improved teaching and enhanced student learning, stronger schools, and districts.

Moving UP provides participants with an opportunity to hone existing skills and to acquire and practice new skills needed for the principalship. This intensive professional learning opportunity, is focused on skills and competencies that drive results, and provide a collaborative, collegial community of practice for Oklahoma school administrators engaged in the project. Cohort 3 sponsors highly encourage district leaders, principal supervisors, and

participants to schedule regular opportunities to communicate and collaborate with participants about lessons learned through the sessions and application at the school level.

- Sessions include collaborative inquiry, facilitated large and small group discussions, evidence sharing and analysis, modeling, direct instruction, videos, and assigned readings.
- Coaches will schedule regular virtual team sessions (no more than 60 minutes each) and individual check-ins following the first session.
- Coaches will schedule a school site visit soon after the first session and a second site visit near the last session.

Late Arrival/Early Departure/Absence Policy

Based on the agenda structure of each training, it is extremely important that participants arrive on time. Core knowledge, which supports all activities throughout the session, will take place at the beginning of each training day. Therefore, prompt arrivals are expected. It is the expectation that participants are dedicated to 100% completion of the program, however emergencies do occur. In the event of an emergency participants must notify the Office of Teacher and Leadership Development Executive Director Jaycie Smith (Jaycie.Smith@sde.ok.gov). With this in mind, participants may miss no more than one full session. Failure to adhere to this policy may result in removal from the program.

To apply for Moving UP please complete the online Application <https://www.surveymonkey.com/r/MovingUP4> and email or fax the signed Participant Agreement.

CONTACT & APPLICATION INFORMATION

Jaycie Smith, Executive Director, Office of
Teacher Leadership Effectiveness
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Moving UP Cohort 4 TLE – Assistant Principal Training Application Instructions

Part 1: Application

The application for Moving UP Cohort 4 is online. Please complete the online application here

<https://www.surveymonkey.com/r/MovingUP4>

and submit no later than noon September 30, 2019.

Part 2: Agreement

The participant, site, and district commitment agreement on the following page must be signed and submitted no later than noon September 30, 2019.

The agreement should be scanned and emailed to Jaycie.Smith@sde.ok.gov or faxed to (405) 522-6015.



Participant, Site, & District Commitment Agreement

PROJECT PARTICIPANTS WILL

- Attend project orientation and all face-to-face sessions
- Actively participate in virtual team meetings, individual check-ins and make regular contributions to the virtual community of practice

*Commitment to Participate: As a voluntary participant of **Moving UP Cohort 4** sponsored by the the OSDE TLE Office, I will make every possible effort to attend and fully participate in each of the sessions listed in the description provided. I realize that these sessions take place during the contract day, and I will be required to meet the parameters set by my Principal or Supervisor and Superintendent in order to participate in this training.*

Participant Signature _____ Date _____

Principal/ Supervisor Signature _____ Date _____

PARTICIPATING DISTRICTS WILL

- Identify a district liaison to support internal and external communication with project partners and participants; hold candidates accountable for participation; and build LEA capacity to support a local strategic turnaround leader pipeline
- Communicate with the OSDE/EDUTAS project team monthly
- Provide participants with release time for full project participation

*Commitment to Support: As district superintendent, I grant permission for the listed applicant to participate in the TLE Assistant Principal (**Moving UP Cohort 4**) training. I realize that the sessions listed take place during the contract day, and I authorize the individual to be released based on the parameters set at the district level.*

I have read and understand the District Support Expectations listed above. The level of district support may vary based on the number of approved applicants from the sending district.

Superintendent Signature _____ Date _____

Please scan and email or fax agreement to Jaycie.Smith@sde.ok.gov or fax to (405) 522-6015