**TLE Assistant Principal Leadership Training**

**Cohort 3**

**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.

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 3 is author and learning facilitator Jenni Donohoo, PhD, with support from author and former principal Peter DeWitt, EdD. Participants will receive copies of Donohoo’s *Collective Efficacy* and DeWitt’s *Collaborative Leadership*.

Administered through OSDE’s Office of Teacher Leader Effectiveness (TLE), this *Moving UP – Cohort 3* 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 3* 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 3* 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 2018 ending in March 2019. Session topics include, but are not limited to:

* Building Personal Leadership
* Collaborative Leaders & Collective Efficacy
* Collaborative Leaders & School Climate
* Collaborative Leaders & High Performance Schools
* Collaborative Leaders Use Evidence to Build Capacity
* Collaborative Leaders Engage Stakeholders & Build Community

**Learning 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.

**Logistics**

* Interested districts, schools, and candidates for *Moving UP Cohort 3* are encouraged to participate in a one-hour online orientation and FAQ session Tuesday, September 18th at 4:00 p.m. Please register for the online orientation here <https://www.eventbrite.com/e/moving-up-cohort-3-orientation-tickets-49605044022>
* The registration link will provide the meeting link. You must register to participate in the orientation which will be hosted on Zoom.
* Face-to-face sessions will be held at the Canadian Valley Technology Center, 1401 Michigan Avenue, Chickasha, OK 73018 from 9:00 a.m.-3:30 p.m.

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| Session 1: | Tuesday, October 2, 2018 |
| Session 2: | Tuesday, November 6, 2018 |
| Session 3: | Tuesday, December 11, 2018 |
| Session 4: | Tuesday, January 8, 2019 |
| Session 5: | Tuesday, February 5, 2019 |
| Alternate Snow Date | Thursday, March 7, 2019 |

* 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.
* OSDE will offer four topical 60-minute virtual sessions for participants to increase knowledge of available supports and opportunities for school leaders. Topics may include:
	+ Special Education
	+ Family and Community Engagement
	+ School Support
	+ Federal Programs

**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 and email or fax the following Participant Agreement.

***Moving UP Cohort 3***

**TLE – Assistant Principal Training**

**Application Instructions**

***Pre Application: Register here*** <https://www.eventbrite.com/e/moving-up-cohort-3-orientation-tickets-49605044022> ***for a one-hour orientation to answer questions about participation and the application process.***

***Part 1: Application***

***The application for Moving UP Cohort 3 is online. Please complete the application here*** [***https://www.surveymonkey.com/r/Cohort3App***](https://www.surveymonkey.com/r/Cohort3App) ***and submit no later than noon September 21, 2018.***

***Part 2: Agreement***

***The participant, site, and district commitment agreement on the following page must be signed and submitted no later than noon September 19, 2018.***

***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

* 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 3 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 3) 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 email or fax agreement to*** ***Jaycie.Smith@sde.ok.gov*** ***or fax to (405) 522-6015***