



## Leadership Development Program

### Administrative Procedure 2.A.30

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**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16**

**Legal Reference:**

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**Date Adopted:**

**Date Amended: April, 2013**

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### Introduction

Evergreen School Division recognizes the complexity of leadership in today's schools and school systems and the importance of developing internal capacity for succession in leadership positions. The Leadership Development Program (LDP) provides an opportunity for professional staff interested in pursuing leadership positions to be involved in a program that encourages reflection, growth and development through participation in workshops and training relating to current educational leadership. The primary objective of the program is to develop leadership capacity in internal candidates for positions or roles of leadership that may arise in the school division.

The LDP will combine the interest and needs of individuals with the opportunity to explore and reflect upon ideas and skills that have been identified as being beneficial in the role of an educational leader. This program is of particular importance to educators that are seeking school leadership, coordinator, consultant and other leadership positions within the school division.

Participants in the LDP program will also be eligible to apply for Assistant Principal positions (see page 3) and other leadership positions or roles as they become available. Assistant Principal positions are designed as a practicum for aspiring school leaders.

### Certification

The Professional Certification Unit of Manitoba Education has recognized the Manitoba Rural Learning Consortium Leadership Development Program workshops for credit hours towards the acquisition of a Level 1 School Administrator's Certificate or Level 2 Principal's Certificate. Credit hours have been assigned in the areas of Leadership, Instruction, Management and Personnel.

## **Program Structure**

### **1. Year 1 and 2 – Manitoba Rural Learning Consortium Leadership Development Program**

#### **Pre-Assessment /Post-Assessment Data Collection**

- Personal Leadership Plan
- Observation
- Letters

#### **Program Focus**

- Focused Personal Vision and Beliefs
- Instructional Leadership
- Evidence Collection and Use
- Change Theory as Related to Planning and Implementation
- Building Relationships and Developing People

### **2. Year 2 or 3 – Cognitive Coaching™**

Candidates carrying on for Year 2 or 3 will be registered in Cognitive Coaching™ workshops. Cognitive Coaching™ is a supervisory/peer coaching model that capitalizes upon and enhances cognitive processes. It is as a set of strategies, a way of thinking and a way of working that invites self and others to shape and reshape their thinking and problem solving capacities. In other words, Cognitive Coaching™ enables people to modify their capacity to modify themselves.

Cognitive Coaching is a registered program recognized by the Professional Certification Unit of Manitoba Education for credit hours in the areas of Instruction and Personnel. Tuition fees will be subsidized by the school division.

### **3. Year 3 and 4 – Differentiated Leadership (Self-Directed)**

Leadership activities and workshops will be identified in consultation with the Superintendent and Principal and will be based on the professional growth plan developed by the candidate. Tuition fees for certification workshops will be subsidized by the school division.

## **Application and Selection Procedures**

1. Candidates for the Leadership Development Program must submit an application to the Superintendent during the designated application period. Applicants do not need to apply for Assistant Principal positions to participate in the Leadership Development Program. However, applicants for the Assistant Principal positions must participate in the Leadership Development Program.
2. A selection committee consisting of the Superintendent and other members of Leadership Team will select candidates. Consideration will be given to educational background, commitment to students, professional involvement, personal characteristics and abilities, and initiative in professional growth.

## **Assistant Principal Responsibilities and Guidelines**

1. Assistant Principal Positions will be available at each school in the division and will be advertised and filled on an annual basis. Interested candidates must apply to the Superintendent during the designated application period.
2. The Assistant Principal is the principal designate in the absence of the Principal. The Assistant Principal shall receive an Allowance of one-quarter (1/4) of the Principal's Allowance in his/her school (see ETA collective agreement).
3. Assistant Principals may be expected to fill other administrative positions where the need arises in the division and qualifications are appropriate.
4. Assistant Principals assume administrative responsibilities at the school in consultation with the Principal. These responsibilities **may** include:
  - scheduling / timetabling
  - staff meetings/committee meetings/PAC meetings
  - staff professional development/PLC's
  - staff recruitment and selection
  - school planning
  - instructional leadership
  - student behavior / discipline
5. Assistant Principals must participate in the Leadership Development Program sponsored by the division.
6. Assistant Principals must participate in a division committee and chair or co-chair a division or school committee.
7. Assistant Principals are not expected to attend Leadership Team meetings except when invited for professional development purposes.

8. Consideration will be given to changing the position annually or bi-annually to provide other staff the opportunity to participate.
9. All Assistant Principals will be evaluated annually by the Principal using the Supervision and Evaluation Administrative Procedure for Administration.
10. Completion of participation in the program does not guarantee an administrative position in the division.
11. A school that does not have an applicant that meets the requirements for the Assistant Principal Position may identify a need to have an individual transferred to that school.

### **Criteria for Assistant Principal Selection:**

Candidates considered for Assistant Principal positions must meet the following criteria:

- Agreement to the criteria for participation (as outlined above)
- Minimum 3 years teaching experience
- Evidence of leadership at the school, division or provincial level
- Knowledge of current instructional and assessment practices
- Genuine interest in becoming a school leader (including agreement to register for a School Administrator's Certificate)
- Excellent Communication and Interpersonal Skills
- Successful teaching experience in Evergreen School Division

**Note:** Candidates not selected for Assistant Principal positions or other interested individuals may apply for the Evergreen Leadership Development Program.