MSIP Recommendation Form 2014

Kentucky Department of Education
District Commitment

Minority Superintendent Internship Program (MSIP)

To be completed by Superintendent

Candidate's Name:	

To the Superintendent:

The above-named individual is applying for the Internship indicated above. The internship program is designed to identify and prepare highly qualified and highly effective minority candidates as educational leaders poised to make successful transitions into superintendent positions for Kentucky school districts. Using this form, please assess the candidate's current and potential leadership capabilities.

The submission deadline for recommendation has been extended to January 24, 2014. Only the Program Selection Committee and staff will have access to the evaluation herein.

Please mail the completed recommendation to:

Audrey Proctor, MSIP Project Coordinator
Kentucky Department of Education
Division of Next-Generation Professionals
500 Mero Street, Frankfort, KY 40601

Name:			
Title:			
School/District:			
Address:	**City:**	**State:**	**Zip Code:**
Work Phone: ext.	**Fax Number:**		
E-Mail:	**Alt. Phone Number:**		
Length of time you have known the candidate:			
Capacity in which you know the candidate:			

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To be completed by Superintendent

Candidate's Name:	
Candidate's Current District:	
Superintendent's Name:	

I fully understand that the MSIP program requires a two year commitment from my district and me as the district superintendent.

The first year, the home district will:

- Allow the MSIP intern(s) to remain in his/her current administrative position.
- Assign a district mentor (superintendent or designee) to collaborate with the Kentucky Association of School Administrators (KASA) to design an individual work plan (a rotation of learning/experiences within the district which will align with components of the Next-Generation Superintendent Leadership Series (NxGNSLS).
- Mentor and intern will prioritize experiences and determine how those experiences will be received within the district.
- Allow for flexibility in current assignment to accommodate and support the district's learning/experiences process.

The second year the home district will:

- Enter into Memorandum of Agreement (MOA) contract with Kentucky Department of Education granting the intern a one year leave of absence to take an assignment with a mentoring superintendent and district.
- Allow MSIP intern(s) to return to home district, in her/his previous position or similar position, one the program is completed.

Superintendent Signature:	
Date:	

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Please assess the candidate's abilities in the areas listed below:

	Exceptional	Above Average	Average	Unable to Determine
Providing Leadership in complex settings	☐	☐	☐	☐
Communication skills (oral and written)	☐	☐	☐	☐
Knowledge of education; the teaching and learning process	☐	☐	☐	☐
Openness to new ideas/approaches	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐
Managerial skills	☐	☐	☐	☐
Working with and relating to diverse populations	☐	☐	☐	☐

Do you think the candidate is ready to participate in the MSIP program.
☐ **YES** ☐ **NO Comments:**_____

What additional skills/professional experiences do you believe the candidate needs in order to move into a superintendent position?

Additional comments:

Signature of superintendent:	**Date:**