KENTUCKY DEPARTMENT OF EDUCATION

Minority Superintendent Internship Program
2014 Application

MINORITY SUPERINTENDENT INTERNSHIP

Application must be completed in its entirety and must be received by January 30, 2014.
One original application and three copies must be submitted.

Note: Incomplete, indecipherable and/or delinquent applications will not be considered.

Your completed MSIP application packet MUST be accompanied by the following items:

1. A Letter of Intent (Cover Letter): the letter should be no more than two (2) pages in length and should detail why you are interested in this program, your career goals, and where you see yourself in 3-5 years.
2. A Resume: the resume should not exceed five (5) pages, additional pages shall be discarded.
3. Copy of Kentucky Professional Certificate for Instructional Leadership – School Superintendent or valid Kentucky certificate for School Superintendent.
4. Copy of Transcripts
5. Three (3) letters of reference: one letter of reference must be from your superintendent and/or your immediate supervisor expressing his/her support for you and your readiness to participate in this leadership program. (current references are preferred)
6. MSIP Recommendation Forms (Superintendent/District, Immediate Supervisor, and Colleague)
7. Applicant's name on the top of each page.
8. Three additional copies of the completed application packet. (One (1) original and three (3) copies will be submitted to KDE) (**KDE will not make the additional required copies.**)

Process/Timeline

1. December 6, 2013	MSIP application posted.
2. January 30, 2014	Application submission deadline.
3. January 31, 2014	Internal application review (applications found to be incomplete will not be reviewed).
4. February 6, 2014	MSIP Selection Committee will screen and score applications.
5. February 10, 2014	Selected Candidates advance to next level.
6. February 11, 2014	References contacted (one or more).
7. February 19, 2014	Qualified candidates final interview and selection.
8. February 28, 2014	Final candidates selected and announced.
9. July 1, 2014	MSIP Cohort start date.

Send Direct application, materials, and inquiries to:

Audrey Proctor, audrey.proctor@education.ky.gov
Kentucky Department of Education
Division of Next-Generation Professionals
500 Mero Street
Frankfort, KY 40601
(502) 564-1479

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APPLICANT INFORMATION – Respond to each Item							
Last Name		First		M.I.		Today's Date	
Current Address				Apartment/Unit #			
City		State		ZIP			
Work Phone Number	☐	Evening Phone Number	☐	Cell Phone Number	☐		
Please check above your preferred contact number Monday-Friday, 8:00am - 5:00p.m.							
Email Address:				Fax #			
Preferred Mailing Address	☐ Home	☐ School/District Office					

How did you learn about this program?

CURRENT EMPLOYMENT – Respond to each item			
Current Position			
Current Employer			
Employer Address			
Number of years in Current Position		Present Salary:	
Total Pupil Enrollment in District:		Total Pupil Enrollment in School:	

MSIP PROGRAM INFORMATION: RACE OR ETHNIC ORIGIN					
Please indicate:					
☐	African American	☐	Asian or Pacific Islander	☐	Hispanic or Latino
☐	Native American	☐	Other		
Gender	Female ☐ Male ☐				

EDUCATION

Begin with the most recent educational experience. List all graduate and undergraduate work and degrees earned.

University or College/Location	Dates of Attendance	Major/Minor	Degree Received/Date Graduated

Kentucky Certificate/License

Do you have a Professional Certificate for Instructional Leadership – School Superintendent or a valid Kentucky Certificate for School Superintendent? Yes ☐ No ☐

If no, are you currently enrolled in a university program working toward the Professional Certificate for Instructional Leadership – School Superintendent? Yes ☐ No ☐

If yes, what is the anticipated program completion date? _____

CERTIFICATE/LICENSE

Professional Certificate/License Held	State Issued	Expiration Date

PROFESSIONAL EMPLOYMENT HISTORY

Administrative Experience

Provide all employment under certified contract that required an administrative endorsement/certificate. Begin with present or most recent administrative positions. Explain gaps in employment history.

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

ADDITIONAL EMPLOYMENT EXPERIENCE

List other professional employment experiences (not listed under administrative experiences). Explain gaps in employment history.

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

Dates Employed From: To:		Employer Name and Address:	
Position Title:		Major Accomplishments/Responsibilities	
Immediate Supervisor: Telephone Number#:		Reason for Leaving:	

PROFESSIONAL GROWTH

Address the following statements. Please limit your total response to one page.

Describe your professional aspirations. Include in the response any professional development in which you have participated during the past three years related to achieving these goals.

Give a thorough one page response to the following statement.

As a future minority superintendent, how will you raise the collective level of awareness regarding equity in education for ALL Kentucky's students?

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Applicant Commitment

Candidate's Name:

I understand that the Kentucky Minority Superintendent Internship Program Selection Committee will review my application and if selected as a finalist, I must attend and pay my own expenses to an interview before the final selection of program participants is made. I give my permission for the application, attachments and recommendations to be shared for selection and interview purposes only. I also understand that all recommendations are confidential and will only be shared with Program Selection Committee members and staff, and that all selection decisions are final.

If selected as a candidate for the Kentucky Minority Superintendent Internship Program, I agree to be fully committed to participate in **all activities** planned for the program over the course of the next two years, including, but not limited to the following:

- the Kentucky Association of School Administrators' Next Generation Superintendents Leadership Series;
- an individual leadership development plan to enable participants to tailor learning activities to meet their own leadership development needs;
- quarterly training sessions to increase participants' skill levels and knowledge base;
- a concluding Leadership Development Institute focused on key school leadership issues and the review of documented learning;
- an e-portfolio that highlights experiences, training and growth in the critical performance attributes of superintendents; and
- a one year mentoring placement with a superintendent mentor assigned by KASA.

Applicant's Signature: