

## ***The Massachusetts Secondary School Administrators' Association together with TEACHERS21***

...Invite candidates to enroll in a twelve month program of study for qualified Massachusetts educators to obtain initial licensure as a Principal/Assistant Principal (PreK–6; 5–8; 9–12), or Supervisor/Director (including Director of Guidance, not including Special Education Director).



**The LLP is a highly selective program, with rigorous academic and performance standards coupled with continual support for participants during the instructional program, the practicum, and the first year of employment as a school administrator.**

## **Program Information**

***Program begins July 2017 and ends early May 2018***  
***Orientation Meeting: June 14, 2017***

*Qualified candidates may also elect to apply course credit earned towards a Master of Education in Educational Leadership at Endicott College. This graduate course credit (30 credits) is available at an additional cost. Two courses/six credits are required to complete the 36 credit Master's.*



*The MSSAA Leadership Licensure Program with instruction and curriculum development provided by TEACHERS21 prepares aspiring administrators for initial licensure in Massachusetts as principals/ assistant principals (PreK-6; 5-8; 9-12), or supervisors/directors. It is a rigorous, comprehensive program built upon the knowledgebase of effective teaching and learning and the best practices of instructional and organizational leadership. It prepares educators for leadership in public schools in Massachusetts focusing on knowledge of subject matter and the implementation of the Massachusetts Curriculum Frameworks, the Common Core and assessment programs such as MCAS and PARCC. The program integrates coursework, fieldwork, and the state mandated MA-PAL tasks, as well as its own performance assessment that enable candidates to develop the requisite knowledge and skills to meet the Massachusetts Department of Elementary and Secondary Education's Professional Standards for Administrators. The Program's highly integrated approach to learning and reflection, along with the continual collaboration with fellow cohort members,*

# OVERVIEW AND DESCRIPTION OF THE PROGRAM

The curriculum modules of the Leadership Licensure Program are taught by TEACHERS21's highly skilled school/program leaders and consultants. Coursework expectations are deeply imbedded throughout the 500-hour practicum. This enables candidates to apply course content within school settings. The Leadership Licensure Program Practicum provides valuable experiences for contextualized, authentic application of the knowledgebase.

In the Leadership Licensure Program, candidates work under the supervision of a school mentor and a program supervisor. Mentors and supervisors are successful school and program leaders who will guide the candidate, tailoring each practicum to the candidate's background and career goals. The mentor provides administrative opportunities and guidance throughout the practicum experience. The supervisor works with the candidate to determine appropriate placement(s) and conduct orientation for mentors and candidates. The relationship between candidate, mentor, and supervisor is a partnership designed to help the candidate meet the Massachusetts Department of Elementary and Secondary Education's Professional Standards for Administrators and the requirements of the Massachusetts Performance Assessment for Leaders. In order to experience diverse settings, the candidate will provide evidence of work in three or more other schools in addition to the primary placement. The supervisor maintains regular contact with mentors and candidates and conducts periodic meetings and observations during both coursework and practicum.

## CURRICULUM THEMES

The curriculum for the Leadership Licensure Program has been designed as seven modules that are delivered in an integrated series of full-day sessions.

Woven through all curriculum modules are themes that should guide administrators' practice:

- Effective communication skills and tools
- Equity and inclusion for all children and adults in schools
- Reflection as a habit of mind
- Ongoing assessment that drives decision making
- Professional community as a foundation for school improvement
- Research-based practices and programs
- Family and community engagement

In addition, instructors challenge participants with questions that leaders should continuously be asking themselves:

- Whom am I serving and how can I serve them best?
- How do I create the conditions that support the changes I am proposing?
- Am I addressing issues of equity?
- What can I learn from this experience? How could I have done this differently?

All instructors participate annually in a faculty retreat at which these themes and key questions are examined. The role instructors take in ensuring curriculum coordination and coherence is a hallmark of this high-quality program.

## REQUIREMENTS FOR ADMISSION

1. Completed application. A virtual or face to face interview may be scheduled. [Application](#)
  2. 250-500 word essay; Describe a situation demonstrating your commitment to a students' intellectual, social, and emotional growth.
  3. 250-500 word essay; Describe a project/action demonstrating a leadership role in your school within the past three years. Define the problem, your corrective action, and the impact to your school.
  4. Cover page: 250-500 word essay describing the factors behind your drive to become a school leader. Include how you envision yourself fostering collegiality, care, the continual development of others, and how you will be involved in the motivation of staff, students, and parents.
  5. Candidate's Resume or Vitae.
  6. Copy of current Teaching Certificate indicating Prerequisite License or print out of license page from ELAR.
  7. A separate letter on school district letterhead from a school, or schools, certifying a minimum of three years, full-time experience working under an DESE-approved license.  
Please note: This letter must be on official school letterhead and must include the following: candidate's name, MEPID and teachers license number.  
Photocopies and/or faxed copies of this letter are not acceptable.
  8. Signed Superintendent/Principal Agreement.
  9. A reference from each of the following: a. District Superintendent or Assistant Superintendent; b. Principal/Assistant Principal; and c. Professional colleague (Please use the forms provided in the [application](#))
  10. **Two original** sets of undergraduate transcripts and, if applicable, two original sets of graduate transcripts, including transcripts of transfer credit. Transcripts must be sent directly to the MSSAA from your College or University.
  11. \$50.00 Application fee payable to MSSAA (non-refundable) (Candidates whose application is postmarked on or before January 31, 2017 will receive a \$300 credit towards tuition.)
  12. A copy of your MTEL Communication & Literacy Skills test results and information relating to SEI Endorsement (please see the application).
  13. Official copies of scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT), taken within the last five years, are required by Endicott College, unless you already hold a Master's Degree. Test results must be submitted to the LLP by the first week of class in July *if you plan to earn graduate credit from Endicott.*  
***DO NOT SEND THEM DIRECTLY TO ENDICOTT UNTIL INSTRUCTED***
- We advise candidates to review the new prerequisites and licensure requirements at [www.doe.mass.edu/educators/e\\_license.html](http://www.doe.mass.edu/educators/e_license.html) for the license desired.
  - **Please note: COPIES OF DOCUMENTS ARE EXCEPTED, UNLESS OTHERWISE NOTED.**

## Tuition, Payment Schedule and Options

LLP Payment Schedule	LLP (licensure only)**	LLP + 30 credits* (from Endicott College)
Due at time of acceptance	\$400	\$400
July 22, 2016	\$4,000	\$4,000
November 1, 2016	\$2,300	\$3,325
February 1, 2017	\$2,300	\$3,325
May 1, 2017	\$2,300	\$3,325
<b>2016-2017 Post-Graduation Induction Program</b>	<b>No Additional Cost</b>	<b>No Additional Cost</b>
	<b>Total Cost (Licensure Only) \$11,300.00**</b>	<b>Total Cost (Licensure +30 credits) \$14,375</b>

**Candidates whose application together with application fee is postmarked on or before January 31, 2018 will receive a \$300 credit towards tuition.**

\*Candidates have the option to earn up to 30 graduate credits from Endicott College for successful completion of the LLP Program coursework. Because these courses are taught by LLP faculty, the cost for these credits is approximately \$102 per semester hour. Endicott tuition has not been set for 2017-2018.

Candidates who have chosen to earn college credit may apply these credits toward a M.Ed. Degree in Educational Leadership at Endicott College. M.Ed. Candidates will be required to earn an additional two courses/six semester hours of graduate credits (36 graduate credits in total). Those additional two courses will be taught by Endicott College Instructors at MSSAA Headquarters and will be offered immediately after the completion of the LLP program. The current Endicott fee for each of the courses is approximately \$1,400.

Official copies of scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT), taken within the last five years, are required by Endicott College, unless you already hold a Master's Degree. Test results must be submitted to the LLP by the first week of class in July **if you plan to earn graduate credit from Endicott.**

**Please note: ShowEvidence/DESE the entity that oversees the Performance Assessment for Leaders has instituted a \$500 fee for the 16-17 cohort. We do not know what the fee will be for 17-18. This is in addition to the LLP/Endicott Tuition.**

For more information or questions, please contact **Tom LaLiberte** at the MSSAA via email at [tlaliberte@mssaa.org](mailto:tlaliberte@mssaa.org) or via fax to 508-541-7888. Please include your full name, mailing address, work and home phone, fax number, email address and your present employer.