The Massachusetts 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–8; 5–12), 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 2020 and ends early May 2021
Orientation Meeting: June 11, 2020

Tuition:
LLP/license only— $11,800.00

Optional CAGS through Fitchburg State University, 18 credits via LLP Modules; register and pay for remaining 5 courses through Fitchburg State University. You must hold a Masters in order to apply for the CAGS.

Subject to change
Application requirements and admission decisions relating to the CAGS is solely at the discretion of Fitchburg State and is separate from the application requirements and decisions of the MSAA LLP.

Please note: Pearson/DESE the entity that oversees the Performance Assessment for Leaders (MAPAL) has instituted a per task fee of $107 fee. This is subject to change, please This is in addition to the LLP/Endicott Tuition and DESE license fee. Information relating to the MAPAL http://www.ma-pal.nesinc.com/Home.aspx
The MSAA Leadership Licensure Program with instruction and curriculum development provided by TEACHERS21 prepares aspiring administrators for initial licensure in Massachusetts as principals/assistant principals (PreK-8; 5-12), 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 state student assessment programs. 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, make it a unique licensure program.
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

Completed application. **A phone interview is required.** Once your application moved to admission review, you will be contacted to setup the phone interview.

### THREE ESSAYS:

1. **250-500 word essay;** Describe a situation demonstrating your commitment to a students’ intellectual, social, and emotional growth. (May also be used for Fitchburg State Application)

2. **250-500 word essay;** Describe a project/action demonstrating a leadership role in your school within the past three years. Describe the issues involved, the steps you took, and the impact to your school. From this experience, conclude by sharing how you envision the continual development and motivation of staff, students, and parents as a future leader. *(May also be used for Fitchburg State Application)*

3. **250-500 word essay:** Why do you desire to become a school leader? Discuss your hopes, worries, and what you see yourself bringing to a school in this new role. Include aspirations and tensions you foresee as an educational leader.

### CASE STUDY: You receive information at 8 AM from a parent that he has learned through his child that a student has a weapon in school. There is no other information. What detailed steps would you take in response to this information?

Candidate’s Resume or Vitae.

Copy of current Teaching Certificate indicating Prerequisite License or print out of license page from ELAR. DESE requires 3 (three) years full time employment under your MA-DESE Educator (Teaching) License

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 teacher license number. Photocopies and/or faxed copies of this letter are acceptable.

Signed Superintendent/Principal Agreement. *(available after submitting LLP application)*

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) *(If seeking CAGS from Fitchburg State U, the recommendations will also need to be submitted to FSU in a separate online application)*

One original set of undergraduate transcripts and, if applicable, One original set of graduate transcripts. Transcripts must be sent directly to the MSAA from your College or University.

$50.00 Application fee payable to MSAA (non-refundable) *(Candidates whose application is postmarked on or before March 31, 2020 will receive a $300 credit towards tuition, which will be applied at a later date.)*(If pursuing FSU CAGS, a separate and additional application fee is required)

12. A copy of your MTEL Communication & Literacy Skills test results and information relating to SEI Endorsement *(please see the application).* **Not necessary for acceptance into the LLP, must pass it before the administrative license will be granted by the DESE.**

- We advise candidates to review the new prerequisites and licensure requirements at for the license desired.
- Include your name on ALL Essays
- **Please note:** COPIES OF DOCUMENTS ARE EXCEPTED, UNLESS OTHERWISE NOTED.
OPTIONAL CAGS through Fitchburg State University

MSAA LLP has entered into an Extended Campus Program with Fitchburg State University (FSU). This program will allow LLP students the option of graduate credits and a CAGS in Interdisciplinary Studies: Individualized Track.

The CAGS program offered by FSU consists of the LLP courses plus up to 5 courses offered through FSU. These courses are an additional cost to the LLP tuition. The Fitchburg program requires an additional online application together with its own requirements, processes, and procedures that are exclusively those of the University.

Please note, to apply for the CAGS, you must have a Masters degree.

If you do not have a Masters degree you may apply to the LLP for licensure only.

The LLP has incorporated the essays required of FSU into the LLP application. You will be able to use the essays designated as Fitchburg in your FSU application.

Note that financial aid is only available to those who enroll in the CAGS program. LLP will assist candidates in this process, but most University related questions must be addressed by Fitchburg representatives.

Admission Information for Fitchburg State University

Items needed and info:

- Official transcript of a master’s degree from a regionally accredited institution
- Three letters of recommendation (may be same as LLP application)
- Professional resume (may be same as LLP application)
- Graduate application and fee
- First time applicants can create an account by clicking on the link above.
- Your graduate admissions counselor is Shelby Cota: mcota@fitchburgstate.edu
- If you have any questions relating to the FSU application, contact Shelby Cota.

Once you create an admissions account with FSU, you can log in 24/7 to get updates, see who sent in recommendations, and receive your FSU admission decision.

Application requirements and admission decisions relating to the CAGS is solely at the discretion of Fitchburg State and is separate from the application requirements and decisions of the MSAA LLP.
### Calendar

**Updated 3-9-20**

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<tr>
<th>Orientation</th>
<th>Summer Week #1</th>
<th>Summer Week #2</th>
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<tbody>
<tr>
<td>June 11, 2020</td>
<td>July 20 to 24, 2020</td>
<td>August 3 to 7, 2020</td>
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<td>(Mandatory)</td>
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<tr>
<th>Weekend #1</th>
<th>Weekend #2 &amp; #3</th>
<th>Weekend #4</th>
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<tr>
<td>September 11 &amp; 12, 2020</td>
<td>October 2 &amp; 3, 2020</td>
<td>November 6 &amp; 7, 2020</td>
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<td>October 23 &amp; 24, 2020</td>
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<td>January 8 &amp; 9, 2021</td>
<td>February 5 &amp; 6, 2021</td>
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<th>Weekend #8</th>
<th>Weekend #9</th>
<th>Weekend #10</th>
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<td>March 5 &amp; 6, 2021</td>
<td>April 9 &amp; 10, 2021</td>
<td>April 30 &amp; May 1, 2021</td>
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**SEI Training:** Administrative licensure regulations require candidates have SEI endorsement. LLP offers administrator SEI training in March.  
**The dates are September 25 & 26, 2020.**  
If you have the Teacher SEI Endorsement you will not need to take the Administrator SEI course.

**Final Celebration May 13, 2021**

From September through May courses will be conducted:
- **Friday:** 4:30 p.m. to 9:30 p.m.
- **Saturday:** 8:30 a.m. to 4:30 p.m.
- **Summer:** 8:00 a.m. to 4:00 p.m.

**Courses will be taught at the MSAA Offices**  
**EXCEPT Summer Week #2 (see above)**  
33 Forge Parkway, Franklin, MA 02038