



PARK WEST SCHOOL DIVISION

Topic: Leadership Development Program

Date: April 14th, 2015

Rationale:

In recent years principals, teachers, the PWTA, and Trustees have asked Senior Administration about a plan to develop potential future administrators.

The division had a previous program for aspiring principals that was discontinued due to the lack of administrative positions becoming available.

We intend on piloting a new program for Leadership Development this coming school year. This new initiative will be very small and involve one school (Major Pratt School). If the pilot is successful it may be expanded to other schools in the division.

Program:

The pilot program would involve a single candidate selected among interested staff.

The selected candidate would job shadow current school administration to gain an understanding and familiarity with their role in the school. As the year progressed, the candidate would be given projects/initiatives to develop their leadership capacity.

The candidate would also serve as acting principal/vice principal for the school when either administrator was away from the building.

The pilot program would provide two days of release time per month for an aspiring leader. A substitute would be brought in to cover the trainee's classes during these two days. These days would be scheduled on a regular, recurring basis. This would allow us to pre-book the same substitute to minimize disruption to student learning.

In addition to the scheduled release time, the candidate will have access to professional development opportunities such as:

- Summer leadership program in Clear Lake
- Regular divisional leadership sessions
- Other training as appropriate

Responsibilities:

The school and the school administration will:

- Covers all registration costs for professional development
- Help in the selection of the candidate
- Allow opportunity for the candidate to lead an initiative/project
- Expose the candidate to all aspects of school administration
- Provide ongoing feedback to the trainee

Park West School Division will:

- Cover all sub costs
- Pay the acting principal stipend to the candidate for days in which they replace one of the school administrators

The candidate will:

- Apply for this opportunity by getting administration support in writing and submitting support letter and resume to the CEO
- Attend professional development sessions as agreed upon with school administration
- Serve as acting principal / vice-principal as required
- Be at work one week before the start of the school year in order to familiarize him/herself with start-up routine
- Lead a school initiative/project
- Perform other relevant duties as assigned by school administration