

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).



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 2015 and ends early May 2016
Orientation Meeting: June 17, 2015

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 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,

LLP

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. In order to experience diverse settings, the candidate will provide evidence of work in two 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](http://mssaa.org/gen/mssaa_generated_bin/documents/basic_module/LLP_Application_1314.pdf) (http://mssaa.org/gen/mssaa_generated_bin/documents/basic_module/LLP_Application_1314.pdf)
 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. Candidate's Resume or Vitae.
 5. Copy of current Teaching Certificate indicating Prerequisite License.
 6. 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, social security number and teachers license number. Photocopies and/or faxed copies of this letter are not acceptable.
 7. Signed Superintendent/Principal Agreement.
 8. A reference from each of the following: a. District Superintendent or Assistant Superintendent; b. Principal; and c. Professional colleague (Please use the forms provided in the [application](#))
 9. 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.
 10. \$50.00 Application fee payable to MSSAA (non-refundable) (Candidates whose application is postmarked on or before April 15, 2013 will receive a \$300 credit towards tuition.)
 11. A copy of your MTEL Communication & Literacy Skills test results and information relating to SEI Endorsement (please see the application).
 12. 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.
- We advise candidates to review the new prerequisites and licensure requirements at www.doe.mass.edu/educators/e_license.html for the license desired.
 - **Please note: All application materials must be original documents (unless otherwise stated). Photocopies and faxed copies will not be accepted unless followed immediately by an original hard copy.**

Calendar

As of 1/21/2015

Orientation, June 17, 2015	Summer Week #1 July 20 to 24, 2015 (classes 8:00am—4:00pm)	Summer Week #2 Aug 10 to 14, 2015 (classes 8:00am—4:00pm)
Weekend #1 September 11 & 12, 2015	Weekend #2 & #3 October 2 & 3, 2015 October 23 & 24, 2015	Weekend #4 November 13 & 14, 2015
Weekend #5 December 4 & 5, 2015	Weekend #6 January 8 & 9, 2016	Weekend #7 February 5 & 6, 2016
Weekend #8 March 4 & 5, 2016	Weekend #9 April 1 & 2, 2016	Weekend #10 May 6 & 7, 2016

SEI Training March 18 & 19, 2016 (if needed by candidates)

From September through May courses will be conducted:

Friday 4:30 p.m. to 9:30 p.m.

Saturday & Summer 8:30 a.m. to 4:30 p.m.

Courses will be taught at the MSSAA Offices
33 Forge Parkway, Franklin, MA 02038

[Directions](#)



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, 2015	\$4,000	\$4,000
November 1, 2015	\$2,300	\$3,160
February 1, 2016	\$2,300	\$3,160
May 1, 2016	\$2,300	\$3,160
2015-2016 Post-Graduation Induction Program	No Additional Cost	No Additional Cost
	Total Cost (Licensure Only) \$11,300.00**	Total Cost (Licensure +30 credits) \$13,880

Candidates whose application together with application fee is postmarked on or before January 31, 2015 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 \$85.00 per semester hour for summer and \$90 per semester hour for Fall/Spring or \$2,580 in total). Tuition amounts effective 6/1/15

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 \$1,300.

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.***

Application Materials are available [HERE](#)

or **REQUESTS** for application materials can be made to **Tom LaLiberte** at the MSSAA via email at 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.