



Carbon Lehigh Intermediate Unit #21

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DISTRICT LEADERSHIP PARTICIPANT APPLICATION

Applicant: Please complete all requested information and attach necessary documentation.

PLEASE NOTE: Incomplete application packets may NOT be processed.

Name: _____ **PPID:** _____

District: _____

Home Address: _____
(City) (State) (Zip)

Cell #: _____ **Home #:** _____ **District #:** _____

Email Address: _____

Current Position/Role: _____

District Supervisor: _____

Mentor Superintendent: _____

Mentor Superintendent Email: _____ **Phone:** _____

To be an eligible candidate for the Superintendent Letter of Eligibility, the Pennsylvania Department of Education requires the following:

- Holds a baccalaureate degree from a regionally or nationally accredited college/university.
- Satisfies the requirements set forth in 24 P.S. § 12-1209 relating to good moral character.
- Provides verification of six years of satisfactory school experience, of which at least three must be in a supervisory or administrative capacity.
- Completes a Pennsylvania-approved, graduate-level superintendent certification program that includes an internship/practicum or an equivalent out-of-state program. A 3.0 program Grade Point Average (GPA) is required.
- Provides evidence of satisfactory achievement on the Pennsylvania-required test.

I meet these requirements: Yes No INITIAL: _____

CLIU Documentation Requirements:

- Application
- Current Resume Highlighting Leadership Roles and Experiences
- Transcripts
- Professional Writing Sample: Applicants must include a writing sample on the "Purpose of Schooling". Please review the Professional Writing Sample rubric so you are aware of the expectations that will be used in reviewing your writing skills. Your sample should be 1000-1200 words.
- Leadership Profile: The Leadership Profile should be completed by the applicant's Mentor Superintendent/District Supervisor.

Applicant's Signature: _____ **Date:** _____

Superintendent's Signature: _____ **Date:** _____

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."

**CLIU District Leadership Program
Leadership Profile**

Applicant Name: _____

District: _____

DIRECTIONS: Please rate the candidate's experience on a scale of 0-5. This score rates the degree of experience in each area.

- 0 = No Experience 3 = Average Experience**
1 = Little Experience 4 = Above Average Experience
2 = Some Experience 5 = Exemplary Experience

Experiences	Rating
Demonstrates Management Abilities	
a. Maintains exemplary management skills	
b. Meets with stakeholders to address needs	
c. Serves as a liaison on district level initiatives	
Exhibits Instructional Leadership	
a. Holds students and teachers to high expectations	
b. Uses a variety of leadership/motivational strategies	
c. Monitors student academic progress	
d. Identifies and implements professional learning programs	
Uses Decision Making Strategies	
a. Recognizes problems and develops a selection of possible solutions	
Develops Community and Stakeholder Partnerships	
a. Identifies possible partnerships with community businesses/groups that result in additional resources for the district	
Recognizes Diversity	
a. Uses data to increase equity across the district	
b. Participates in district-wide multicultural programs	
c. Incorporates diversity activities into regular programs	
Incorporates Technology	
a. Uses available technology	
b. Attends technology trainings and incorporates new knowledge	
c. Promotes opportunities for students to use technology	
Manages Learning, Accountability and Assessment	
a. Uses data to monitor student achievement and address school needs	
b. Provides and reports on evidence of school gains	
Exemplifies Ethical Leadership.	
a. Adheres to the principles of Professional Conduct	
TOTAL SCORE	

This rating is for _____, who has applied for the CLIU District Leadership Program.

Signature of Mentor Superintendent/District Supervisor: _____

Date: _____

District: _____ District Phone: _____

Professional Writing Sample Rubric

Criteria	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Unacceptable
Organization	Writing sample is professionally presented, logically ordered, intuitive to follow, and includes subtle and sophisticated use of transitions.	Writing sample has a clear organizational structure with minimal digressions or ambiguity. Transitions are apparent.	There is some level of organization, but sample is difficult to follow and ambiguous. Some use of transitions.	Unprofessionally formatted, lacking organization and structure; confusing. Transitions utilized minimally or not at all.
Clarity of Ideas	Central idea is well developed and clarity of purpose is exhibited throughout the writing sample.	Central idea and clarity of purpose are generally evident throughout the writing sample.	The central idea is expressed though it may be vague or too broad; Some sense of purpose is maintained throughout the writing sample.	Central idea and clarity of purpose are absent or incompletely expressed and maintained.
Grammar/ Mechanics	Manipulates complex sentences for effect/impact. No punctuation or mechanical errors.	Uses complex sentences. Few punctuation or mechanical errors.	Uses some compound or complex sentences. Too many punctuation and/or mechanical errors.	Uses simple sentences. Riddled with punctuation and/or mechanical errors.
Effective Use of Language	Vocabulary is sophisticated and correct. Sentences vary in structure and length. Writer's tone is clear, consistent and appropriate for intended audience.	Vocabulary is varied, specific and appropriate. Writer's tone emerges and is generally appropriate to audience.	Vocabulary is used properly, though sentences may be simple. Writer's tone exhibits some level of audience awareness.	Vocabulary is unsophisticated and not used properly in very simple sentences. Tone is inappropriate.