



**Ed Leadership Master's Degree program with High-Need Schools emphasis
at the University of Tampa**

Application Materials for 2018-2019

The Master's in Educational Leadership program at UT and Hillsborough County Public Schools are partnering together to prepare instructional staff for leadership in high-need schools. One of the many benefits of this dedicated course of study is the specific foci within each course on the complex nature of leadership in high-need schools. As a part of the district's Turnaround Leadership Pipeline, we are currently seeking a diverse cohort of experienced teachers to aggressively prepare to lead in a high-need school. **Those who are accepted into the cohort will receive an official Promissory Note that must be signed and notarized.**

Minimum requirements:

- ❖ Instructional personnel with 3 years of experience by August 2018
- ❖ Minimum 3.0 GPA or higher (special consideration must be reviewed by UT).
- ❖ Agreement, indicated with signature before notary, with conditions outlined in Promissory Note upon acceptance.
- ❖ Written teacher evaluation score of at least 35 points (or the equivalent)
- ❖ Accomplished ratings in Domain 4 and no Required Actions ratings in Domains 1-4.
- ❖ Employees shall be regular in attendance, not exceeding the number of days accrued each year for two consecutive years (Documentation may be submitted for extenuating circumstances)
- ❖ Applicants for this degree should submit application documents via an email attachment to **TLP. mail** by January 12, 2018.
- ❖ Please send your application documents in one email to TLP. mail

Required documents:

- ❖ A **letter of interest** to participate in the M.Ed. degree program for high-need schools. Your letter should 1) include the experiences you possess that make you the best employee our district should make a long-term investment in and 2) describe your interest in leading a high-need school. Finally, 3) explain one recent long-term commitment you have made: Explain the commitment and provide enough details that would allow the reader to fully believe that you are capable of making and standing by long-term commitments.
- ❖ Provide a **resume** or curriculum vita that details your experience and accomplishments.
- ❖ **Respond to the Case Study Provided** “Turning Around Maple Shade Middle School.”
- ❖ **Employment history, Areas of Certification, Teaching/Daily schedule**
- ❖ **Four letters of reference** from the following:
 - School administrator (excluding principal) who has supervised your performance within the past year,
 - A team leader, SAL, Department Head or teacher leader at your current site,
 - A parent/community member
 - A personal friend not related to you who is familiar with your work and can provide examples of your ability and experiences in at least 3 of the following areas: 1) building positive relationships with all stakeholders, 2) ability to think outside the box and get others to buy-in, 3) willingness to hold self and colleagues/subordinates accountable for meeting high expectations, 4) patterns of demonstrating dependability, going above and beyond while consistently following thru, and 5) ability to overcome obstacles, show resilience and maintain focus towards specific goals.

The reference letters should be signed, sealed, and sent via school mail to:

Sandra Robinson
Supervisor of Leadership Development
Hillsborough County Public Schools
ROSSAC, Route 7

The following information will be requested separately:

- ❖ Attendance record
- ❖ Current Principal Feedback
- ❖ Evaluation rating
- ❖ Accrued leave balance
- ❖ Professional Standards background review