

EDUCATIONAL LEADERSHIP PROGRAM: EXECUTIVE LEADERSHIP

ADMISSION REQUIREMENTS AND CHECKLIST

All applicants to the Executive Leadership program must:

1. Possess a Masters or higher degree.
2. Have achieved a minimum 2.75 cumulative GPA in undergraduate work or 3.0 in graduate work.
3. Possess program administrator, principal, or teaching certification.
4. Have 3-5 years successful experience as a school administrator. (Exceptions to this requirement will be leaders from business, government, military, and other professions. Admission into this program will be on a case-by-case basis).
5. Furnish an application portfolio to the Program Director as outlined below:

Application Portfolio Requirements Checklist

Submit the following information to the Director of the Educational Leadership program:

- City University of Seattle application (available online at www.cityu.edu/forms) – *New Students Only*
- \$50.00 application fee – *New Students Only* (waived for City University of Seattle alumni)
- Copy of your official transcripts (available online at www.cityu.edu/forms) – *New Students Only*
- Educational Leadership Program: Educational Leadership Application for Admission form (available online at www.cityu.edu/forms)
- A letter of application stating your goals and objectives for entering the Executive Leadership program
- Resume outlining your professional history as well as education
- Recommendation for Admission forms (available online at www.cityu.edu/forms) from:
 - Executive Administrator who will serve as your mentor
 - Current supervisor (District or School-level Administrator)
 - A personal reference
- Responses to the eight questions of the Writing Assessment provided in this packet
- Provide copy (front and back) of valid Washington State License or Certification: Educational Staff Associate (ESA) or Teaching, Program Administrator, Principal, or other licensure and certification from another state or licensing association.

Submit to:
City University of Seattle
Educational Leadership Program: Executive Leadership
11900 NE 1st Street
Bellevue, WA 98005

Upon review of your application information, you will be invited for an interview with the program director.

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U.S. APPLICATION FOR ADMISSION

Applicant Profile

Name _____

Title/Position _____

Current Employer _____

Work Address _____
Street

_____ *City* _____ *State* _____ *Zip*

Work Telephone _____ Fax _____

Work Email _____

Previous Job Title _____

Number of years in previous position _____ Number of years as an educational administrator _____

Home Address _____
Street

_____ *City* _____ *State* _____ *Zip*

Home Telephone _____ Fax _____

Home Email _____

As a matter of policy, City University of Seattle does not discriminate among applicants or participants on the basis of race, religion, gender, national origin, or handicap. Supplying the following information is optional.

Check all appropriate boxes.

- White/Non-Hispanic African American Hispanic Native American
 Pacific Islander Asian (please specify) Other

Gender: Female Male

Date

Applicant's Signature

Submit to:
City University of Seattle
Educational Leadership Program: Executive Leadership
11900 NE 1st Street,
Bellevue, WA 98005

RECOMMENDATION FOR ADMISSIONS

EDUCATIONAL LEADERSHIP PROGRAM: EXECUTIVE LEADERSHIP

**A copy of this form (front and back) should be sent to each of your three references.
This form may be replicated or is available online at www.cityu.edu/forms.**

Applicant Name *(please print)*: _____

Address: _____

City

State/Province

Country

Postal Code

Intended Major: _____

The following questions are to be completed by the person providing reference.

The applicant is seeking admission to the Executive Leadership Program at City University of Seattle. Your thoughtful appraisal of the candidate's abilities and potential is helpful in reaching a decision regarding admission. We are interested in learning about the candidate's professional promise.

Please describe the candidate's performance by checking the appropriate box opposite each characteristic.

Characteristic	Upper 10%	Upper 25%	Upper 50%	Lower 50%	No Basis For Judgment
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for executive level leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relations with students, parents, and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to professional growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to support and implement new ideas and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management and organization skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendation for Admissions Form continues on back

A copy of this form (front and back) should be sent to each of your three references.

RECOMMENDATION FOR ADMISSIONS (Continued)

Please use this space, or attach a separate letter, to provide response to the following

1) What was your role or relationship with the candidate?

2) How long have you known the candidate?

3) Please comment on the candidate's qualifications for graduate study in pursuit of Superintendent and/or Program Administrator Certification and/or service as a school system leader.

4) What is your overall assessment of the applicant's ability to complete this graduate level program?

Highly recommend Recommend with reservation Do not recommend

Name of Respondent: _____

Address: _____

City	State/Province	Country	Postal Code
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Position/Title: _____ Daytime Phone: _____

Signature: _____ Date: _____

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WRITING ASSESSMENT

On a separate sheet of paper please answer the following questions and enclose your responses with your application. Please limit your answers to one or two paragraphs per short-essay question.

Your answers to these questions will be a foundation for discussion during your interview with the program director or a senior faculty member.

1. Describe your reasons for wanting to participate in the Executive Leadership Program.
Describe one or more significant life experiences that have contributed to your aspirations to become a superintendent or executive administrator.
2. If we asked your current supervisors and colleagues to identify your three greatest strengths, what would they tell us?
What would they say are the three areas you need to work on and develop to become even more successful?
3. Describe the school conditions that best facilitate student learning. Identify those strategies you use or would use to assure maximum learning for all students in all schools.
4. Describe your involvement in the leadership and improvement efforts within your school and/or district.
5. In what ways do you address the issue of diversity in your personal or professional work as an administrator?
6. List the professional organizations to which you currently belong and the workshops or conferences you have attended during the past two years.
7. Describe an effective team of which you have been a member, tell why it was effective and tell how you participated on this team.
8. Describe one major issue that school districts face and share how you as a superintendent would begin to address the issue. What caused the issue? What are the problems and barriers that must be overcome to solve it?

Please feel free to give us any other information about yourself that will be important in evaluating your readiness for acceptance into City University of Seattle's Educational Leadership Program.

Date: _____ Applicant's Signature _____