

EDUCATIONAL LEADERSHIP PROGRAM: EXECUTIVE LEADERSHIP

ADMISSION REQUIREMENTS AND CHECKLIST

All applicants to the Executive Leadership program must:

1. Master Degree or higher with a 3.0 cumulative GPA in graduate work.
2. Have successful experience as an administrator
3. Furnish the following items to the program director as outlined below:

Application Portfolio Requirements Checklist

Submit the following information to the program director at the following address:

City University of Seattle
Educational Leadership Program
521 Wall St., Suite 100
Seattle, WA 98121
edleadership@cityu.edu

- City University of Seattle application (submitted online at www.cityu.edu).
- \$50.00 application fee (waived for City University of Seattle alumni)
- Copy of your official transcripts
- Resume outlining your professional history as well as education

Additional requirements based on specific program:

| Professional Certification for Principals or Program Administrators | Superintendent Certification Admission to this program will be on a case-by-case basis | Non-Certification Admission to this program will be on a case-by-case basis |
|--|---|---|
| A hard copy (front and back) of a valid Washington state residency certificate | A hard copy (front and back) of valid state license or certification <ul style="list-style-type: none"> • Educational Staff Associate • Teaching • Program Administrator • Principal • Other license or certification from another state or licensing association | If any, a hard copy (front and back) valid licenses or certificates that do not appear on a transcript |
| Two years of experience as principal, assistant principal or program administrator | Three to five years of successful experience as an administrator (schools, business, government, military, or other professions). Admission to this program will be on a case-by-case basis | Three to five years of successful experience as an administrator (schools, business, government, military, or other professions). Admission to this program will be on a case-by-case basis |
| | Responses to the nine questions of writing assessment (attached) | Responses to the nine questions of writing assessment (attached) |
| Please provide name, position/title, school/district, email address and daytime phone number for your current supervisor | List of three references. Please provide name, position/title, school/district/ or organization, email address and daytime phone number for the following individuals: <ul style="list-style-type: none"> • Your current supervisor • A district or executive level administrator • A personal reference | List of three references. Please provide name, position/title, school/district/ or organization, email address and daytime phone number for the following individuals: <ul style="list-style-type: none"> • Your current supervisor • A district or executive level administrator • A personal reference |

EDUCATIONAL LEADERSHIP PROGRAM: EXECUTIVE LEADERSHIP

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 faculty member.

1. Describe your reasons for wanting to enroll in the Educational Leadership Program/Ed D Concentration.
2. Describe one or more significant life experiences that have contributed to your aspirations to become an executive administrator.
3. 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?
4. Describe the conditions that best facilitate student learning. Identify those strategies you use and would use to assure maximum learning for all students. If you are not an educator, identify conditions that best facilitate organizational outcomes/mission; identify those strategies you use or would use to assure maximum effectiveness.
5. Describe your involvement in the leadership and improvement efforts within your organization
6. In what ways do you address diversity in your personal or professional work
7. List the professional organizations to which you currently belong and the workshops or conferences you have attended during the past two years.
8. Describe your participation in an effective team: What did you contribute and why was the team effective?
9. Describe one major issue that organizations face and share how you as an executive leader would begin to address the issue. What caused this issue? What are the problems and barriers that must be overcome?

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/Centration.

Date: _____ Applicant's Signature _____