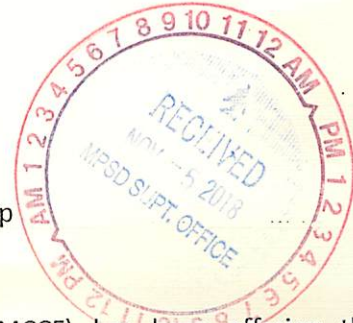


Dr. Howell C. Garner  
Executive Director



A Coalition of  
Community and Junior  
Colleges in Mississippi



TO: Mississippi School Superintendents  
FROM: Dr. Howell C. Garner, Executive Director  
RE: MS Alternate Path to Quality School Leadership  
DATE: October 29, 2018

*Participating Colleges*

Coahoma Community College  
Copiah-Lincoln Community College  
East Central Community College  
East Mississippi Community College  
Hinds Community College  
Holmes Community College  
Itawamba Community College  
Jones County Junior College  
Meridian Community College  
MS Delta Community College  
MS Gulf Coast Community College  
Northeast MS Community College  
Northwest MS Community College  
Pearl River Community College  
Southwest MS Community College

*Executive Director, MCCB*

*Community Participation  
through At-Large Members*

The Mississippi Community College Foundation (MCCF) has been offering the Mississippi Alternate Path to Quality School Leadership (MAPQSL) program for educators who wish to become licensed to be school administrators since 2005. The program was redesigned for the 2011 – 2012 program year to meet new requirements of the Mississippi Department of Education (MDE). We are very proud of the success our program has had since its inception.

We will begin accepting applications on Thursday, November 1, 2018. Applications will be accepted through March 22, 2019. Screening of applicant qualifications and interviews for qualified applicants will be conducted during April. The program will be offered at 2 or 3 sites at strategically located community college campuses in central, north central, and south central Mississippi. The program will accommodate a maximum of seventy-five participants. Applicants will be notified by letter if they have been accepted into the program by the first week in May.

I am enclosing a packet which includes information about applicant qualifications, an application form and a candidate profile. I am also enclosing an updated brochure for the MAPQSL program. Please copy any of this material as needed and distribute to those in your school district whom you feel to be good candidates for this program. The application requirements include a letter of recommendation from the district school superintendent for each applicant. Please be prepared to furnish this letter for recommended applicants.

All of the above information is available on the MCCF website [www.mccfms.org](http://www.mccfms.org). Please also refer interested candidates to this website for questions they may have. If they wish to discuss the program with someone at MCCF, please refer them to Marilee Woods at 601-321-3903.

Sincerely,

Howell C. Garner  
Executive Director

HCG/mw

Enclosures

cc: Dr. Phil Burchfield, MASS  
Marilee Woods, MCCF

**MISSISSIPPI COMMUNITY COLLEGE FOUNDATION**

1900 Lakeland Drive ★ Box 941 ★ Jackson, MS 39216 ★ Phone: 601.321.3904 ★ Fax: 601.487.8829 ★ [mccf@mccfms.org](mailto:mccf@mccfms.org)



## Mississippi Alternate Path to Quality School Leadership Program Qualifications / Application Process

The Mississippi Community College Foundation, in collaboration with the Institute for Education and Workforce Development, is pleased to offer the Mississippi Alternate Path to Quality School Leadership Program, which will be known as MAPQSL.

The MAPQSL alternate route training program for administrator licensure includes the following curriculum:

- Fifteen (15) days summer training beginning June 3, 2019 (June 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26)
- Nine (9) Saturday sessions during the school year which may include a combination of webinars, online coursework, and/or face-to-face training
- One year internship and completion of a portfolio and action learning project with an approved successful principal as a mentor
- 1000 hours for the year of leadership duties will serve as the internship
- Supervision and mentorship through a certified NISL MAPQSL faculty member with on-site visits twice a year.

### Qualifications

This program will be available to K-12 educators who meet the following qualifications and are selected through an application and interview process:

- Currently employed in a Mississippi school system
- Master's degree or higher from an accredited Institution of Higher Learning
- Valid Class AA Mississippi educator license with a qualifying endorsement
- Minimum three (3) years of teaching experience

### Application Process

The application process for the MAPQSL program includes the following steps:

1. Applicants should complete, sign, and submit the MAPQSL application, the \$50 non-refundable application fee (cashier's check or money order made payable to MCCF / MAPQSL), and the required documents listed below:
  - ☐ Copy of a valid Class AA Mississippi Educator License
  - ☐ Verification of teaching experience from school district or districts (minimum of 3 years)
  - ☐ \*Sealed transcripts for bachelor's and master's degrees. *\*All college transcripts from all institutions must be submitted in a sealed envelope(s) bearing the seal or signature of the registrar. Do not ask the institution to mail your transcript to this office! Transcripts should be mailed to you, but do not open the sealed envelope.*
  - ☐ Two to four page typed essay stating personal and professional goals, intent to be a school leader, prior leadership experience in the classroom, commitment to an experience working as an advocate for children and families, and why the candidate should be selected for the MAPQSL program
  - ☐ Signed Recommendation by Superintendent form (in application)
  - ☐ Letter of recommendation from the current superintendent or the Mississippi school superintendent in the district where the applicant will be employed during the school year to serve the leadership internship. The letter should verify the



candidate's interest in becoming a school leader and provide examples of the candidate's leadership experiences, excellence in teaching, and commitment to students. **In the letter the superintendent must also agree to provide for 1,000 hours for the year internship with a successful district principal.** The internship may include leadership team responsibilities such as lead teacher, instructional coach, administrative intern, or district position. The superintendent must also state that the candidate will be given consideration for an available administrative position within the district when he/she has successfully completed his/her internship and all requirements of the MAPQSL program and MDE certification requirements have been met.

- ☐ **Praxis II - Principles of Learning and Teaching** - The application must include evidence that MDE has one of the following test codes on file: 5622, 5623, 5624. Applicants who have not taken the test should register through ets.org and include the registration in the application packet. By using school code **1483** scores will be sent to our office.
  - ☐ Letter of reference from the supervising principal
  - ☐ Letter of reference from a professional colleague
  - ☐ Letter of reference from a parent of a current or former student or a current or former student
2. Top candidates will be chosen to participate in an interview for final selection of the top 75 applicants to attend one of the regional cohorts.

***\* The candidate profile is included as a part of this application for your review. This profile describes the type of candidate we will be seeking.***

3. Submit a \$50.00 non-refundable application fee, which will be applied to the \$3950.00 tuition if the applicant is selected. If selected, \$2600.00 will be due by May 7, 2019. The balance of \$1300.00 will be due in two installments - \$650.00 by September 10, 2019 and \$650.00 by November 12, 2019. **All payments are to be made by cashier's check or money order, payable to MCCF / MAPQSL with applicant's name on the "memo" line.**
4. The application, the \$50 non-refundable application fee, and all other required documents must be submitted as a single packet to the MS Community College Foundation at the address below between November 1, 2018 and March 22, 2019. Incomplete packets will not be considered.
5. *Packets should be mailed or delivered to:*  
Mississippi Community College Foundation / MAPQSL  
Attention: Marilee Woods  
1900 Lakeland Drive, # 941  
Jackson, MS 39216

**Please Note:** If you are interested in the **Business Track application**, please call our office at 601-321-3903

### **Selection Process:**

The selection process for the MAPQSL program for candidates includes the following steps.

1. A screening team will review application packets, conduct interviews, and select participants for the program.



2. Selected participants will receive notification of acceptance into the program via U.S. Postal Service.
3. Following receipt of notification, participant should submit \$2600.00 as a partial payment of the tuition fee with the balance of \$1300.00 to be made in two payments during the Saturday sessions.

### **Training Program:**

The training program for the MAPQSL program includes the following components:

1. *Summer Training* – Participants accepted into the program must successfully complete the 15-day administrator-training program offered from June 3 - June 26, 2019 from 8:00 a.m. – 4:30 p.m. at one of three community college program sites. Participants must attend all sessions in order to obtain the One-Year Alternate Route Assistant Administrator license #494.
2. *Saturday Sessions* – Participants must complete the MAPQSL Practicum, including nine (9) Saturdays during the school year following the summer program (one per month from August to May). All summer program participants will complete the Practicum in order to obtain the five-year entry-level Administrator license #486.
3. *Internship* – Program participants must participate in a yearlong internship that is documented and totals 1000 hours for the year or averages 40 hours a week under an approved successful principal or district administrator. The one-year leadership internship will include supervision and mentorship by NISL MAPQSL faculty and the approved district mentor. During the internship, the mentor must validate work completed towards goals of the program decided by the district mentor and the NISL MAPQSL faculty through provided logs. The MAPQSL participant must also successfully complete the School Leadership Licensure Assessment (SLLA) test. The cost of the SLLA is \$425.00 (as of October 1, 2018) and is at the participant's expense.

### **Program Completion**

When program participants have completed the summer training program, the 9-day practicum, and have passed the SLLA, they may apply for a five (5) year Entry-level Administrator license. This five-year license is non-renewable. Licensure guidelines require that new alternate route administrators holding the Five-Year Entry-level license will be required to complete SEMI Entry-level Orientation to School Leadership (OSL) training and six (6) hours of Educational Leadership coursework to be eligible for a Career-level Administrator license. The university coursework will be at the participant's expense. Specific courses to choose from include School Law, School Finance, School Administration, Instructional Leadership, and Curriculum and Instruction. The university credit and OSL work can also be completed during the internship year.

If you would like to be considered as a candidate for the MAPQSL program, please submit the attached application, application fee, and other required documents. **The deadline for MAPQSL applications to be submitted to the MS Community College Foundation is March 22, 2019.** The tuition fee is not required until you are notified that you have been selected as a participant in the MAPQSL program. If you have questions, please call the Mississippi Community College Foundation at 601-321-3903.

Date \_\_\_\_\_

8. List degrees conferred: *(major, year and university)*

Bachelor's \_\_\_\_\_

Masters \_\_\_\_\_

Other degrees \_\_\_\_\_

9. MS Educator License number: *(attach photocopy of license to application)* \_\_\_\_\_

10. List subject areas in which you are currently endorsed:

_____	_____
_____	_____
_____	_____
_____	_____

11. PLT test code \_\_\_\_\_ PLT score \_\_\_\_\_

12. Name and location of school district in which you are currently employed and position(s) held:

\_\_\_\_\_

\_\_\_\_\_

13. Total years of teaching experience: \_\_\_\_\_

**14. MAPQSL will host classes at 2 or 3 sites at strategically located community college campuses in central, north central, and south central Mississippi. The number of sites will depend upon overall enrollment.**

*Except in extenuating circumstances, the total number of participants will be limited to 75; each site will be limited to no more than 25; classes will not be offered for less than 15 at any site.*

\_\_\_\_\_

**Signature of applicant**

\_\_\_\_\_

**Date**

Completion of this application does not guarantee acceptance into the Mississippi Alternate Path to Quality School Leadership Program. Participation is limited to a specific number at each site. All candidates selected will be notified by mail after the March 22, 2019 deadline.

*In accordance to Mississippi licensure guidelines, priority for admittance to the MAPQSL program will be given to applicants with superintendent or school board recommendation.*

Please have your school district superintendent sign the statement below. This is *in addition to the letter by your superintendent which must contain all required information stated below.*

**Recommendation by Superintendent**

On behalf of the \_\_\_\_\_ school district,  
I recommend \_\_\_\_\_ as a candidate for admission into  
the alternate route program for administrators, named the Mississippi Alternate Path to Quality School  
Leadership Program (MAPQSL) and verify that this educator exemplifies the qualities of leadership  
necessary to be a school administrator in Mississippi public schools.

\_\_\_\_\_  
*Signature of Superintendent*

\_\_\_\_\_  
*Date*

**Note to the Superintendent in the district where the applicant will be employed:**

Please provide a **separate letter of recommendation** verifying the candidate's interest in becoming a school leader and providing examples of the candidate's leadership experiences, excellence in teaching, and commitment to students. **In the letter the superintendent must also agree to provide for a 1,000 hour year long internship with a successful district principal.** The internship may include leadership team responsibilities such as lead teacher, instructional coach, administrative intern, or district position. The superintendent must also state that the candidate will be given consideration for an available administrative position within the district when he/she has successfully completed his/her internship and all requirements of the MAPQSL.

### VERIFICATION of TEACHING EXPERIENCE

*MAPQSL candidates are required to show proof of at least three (3) years of teaching experience.*

**To be completed by applicant:**

Name \_\_\_\_\_ Social Security \_\_\_\_\_  
          *Last*              *First*              *Middle/Maiden*  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**\*\*NOTE: If your three years' teaching experience was split between two or more school districts, you may make a copy of this form to send to each applicable district.**

**The information below is to be completed by School District Administrator or Human Resources office and returned to the applicant for inclusion in the application packet:**

This is to certify that educator \_\_\_\_\_,  
Social Security # \_\_\_\_\_, has successfully completed \_\_\_\_\_ years of  
experience as a K-12 educator in our district:

**Note:** Teaching Experience is defined as experience accrued by a properly licensed staff member in a grade or subject under legal contract to an accredited public, private, elementary, or secondary school; or teaching experience accrued at a state-approved or regionally/nationally accredited Community/Junior College or Institution of Higher Learning.

\* **Examples:** 2<sup>nd</sup> grade elementary teacher, 8th grade biology teacher, etc.

Educational experience as an intern, graduate assistant, student teacher, or in positions such as substitute teacher, aide, or clerical worker, or experience accrued outside Mississippi, will not be considered appropriate.

Name of School	Start/Ending Date Mo/Day/Year	TOTAL YEARS	POSITION Or GRADE*	School State Accredited? (Yes or No)

\_\_\_\_\_  
*Signature of Human Resources or Personnel Director*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Name of School District*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Phone*



## **MAPQSL Candidate Profile**

### **Vision of education and advocacy for children and families**

The candidate describes his/her vision for education that includes all students.

The candidate is an advocate for children and families as stated in the application essay.

*All students are capable of learning if given time and support, a challenging curriculum and expert instruction*

*Schools must take proactive measures to ensure that resources and opportunity to learn are equitably distributed among all students*

*School-community relations are a two-way street requiring cultural adjustments by both parties*

### **Excellence in instruction and classroom management**

The candidate describes how he/she promotes expectations for student achievement.

The candidate understands and describes how to use formative and summative assessments.

The candidate understands and describes principles of effective instruction.

The candidate is a competent classroom teacher who knows good classroom instruction and student learning.

The candidate clearly communicates his/her level of content knowledge and can relate content to the real world.

The candidate showed excellence as a teacher based upon the results of the supervisors or superintendent's letter of recommendation.

The candidate uses technology during instruction.

The candidate understands and describes the importance of providing a safe, efficient, and effective learning environment.

The candidate describes ways to involve parents in their child's education.

The candidate identifies community resources and describes ways to communicate with these resources.

The candidate has a history of effective communication with parents, colleagues, and the administration.

### **Teacher leadership and project management**

The candidate describes how he/she would develop an effective professional development program for teachers.

The candidate describes how he/she would nurture and sustain a positive school culture.

The candidate understands and describes what is meant by a just, fair and caring environment

The candidate understands and describes the political nature of education.

*Evidence that the candidate has taken on responsibilities beyond his/her classroom instructional duties to improve the quality of instruction and/or a school culture of achievement or solve a problem getting in the way of student success*

### **Personal qualities predictive of leadership success**

The candidate shows a high level of maturity to complete the alternative route program

*Personal drive and achievement orientation*

*Commitment to self-improvement*

*Maturity (objective, non-defensive, healthy assertiveness, sees other points of view)*

*Takes initiative*

*Courageous and steadfast*

*Sees own role in a problem situation*

### **Interpersonal skill and relations**

*Generous and caring*

*Uses conflict positively*

*Gives and receives feedback effectively*

*Understands the interests and positions of others*

*Negotiates with reason, openness, and a view to the interests of all parties*

*Acknowledges the presence, efforts and contributions of others*

*Gives credit where it is due*

**Capacity to see the “big picture,” works with complexity, and takes the long term approach**

administrative position becomes available.

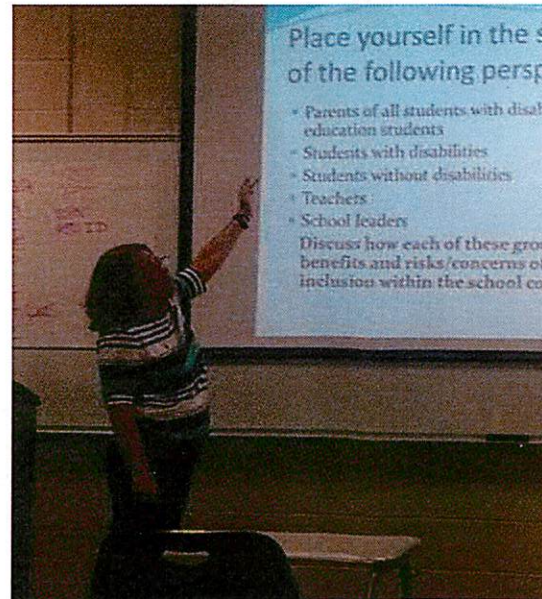
3. *Internship* – Program participants must participate in an internship for 1000 hours for the year under an approved successful principal or district administrator. The one-year internship will include supervision and mentorship by NISL MAPQSL faculty and the approved district mentor. During the internship, the mentor must validate work completed toward goals of the program decided by the district mentor and NISL MAPQSL faculty through provided logs. In order to receive the 5 year administrator's license, participants must also successfully complete the School Leadership Licensure Assessment (SLLA) test. The cost of the SLLA is \$425.00 (as of October 1, 2018) and is at the participant's expense.

### Program Completion

When program participants have completed the summer training program, the 9-day practicum, and have passed the SLLA, they may apply for a five (5) year Entry-level Administrator license. This five-year license is non-renewable. Licensure guidelines require that new alternate route administrators holding the five-year Entry-level license will be required to complete SEMI Entry-level Orientation to School Leadership (OSL) training and six (6) hours of Educational Leadership coursework to be eligible for a Career-level Administrator license. The university coursework will be at the participant's expense. The university credit and OSL work can also be completed during the internship year.

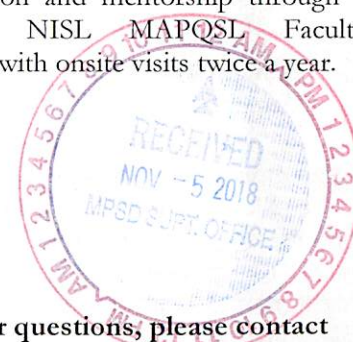
If you would like to be considered as a candidate for the MAPQSL program, please visit our website at [mccfms.org](http://mccfms.org), click on MAPQSL and you will be able to download the application. **The deadline for MAPQSL applications to be submitted to the MS Community College Foundation is March 22, 2019.** No tuition fee beyond the \$50.00 deposit is required unless you are notified that you have been selected as a participant in the MAPQSL program.

**MAPQSL will host classes at 2 or 3 sites at strategically located community college campuses in central, north central, and south central Mississippi. The number of sites will depend upon overall enrollment.**



The Mississippi Community College Foundation is pleased to offer the Mississippi Alternate Path to Quality School Leadership (MAPQSL). This program is offered in collaboration with the Institute for Education and Workforce Development. This program utilizes the National Institute for School Leadership's research-based curriculum.

- Fifteen (15) days summer training beginning June 3rd and ending June 26th.
- Nine (9) Saturday sessions during the school year which may include a combination of webinars, online coursework, and/or face-to-face training
- One year internship consisting of 1000 hours for the year in a school district and completion of a portfolio and action learning project with an approved successful principal as a mentor
- Supervision and mentorship through a certified NISL MAPQSL Faculty member with onsite visits twice a year.



**For questions, please contact  
MS Community College Foundation  
601-321-3903**

or

**Dr. Howell Garner  
601-321-3904**

or

**Dr. Susan Rucker  
662-915-2707**

**2019 - 2020**

## **MS ALTERNATE PATH TO QUALITY SCHOOL LEADERSHIP**



**MS Community College Foundation  
1900 Lakeland Drive, # 941  
Jackson, MS 39216  
[www.mccfms.org](http://www.mccfms.org)**



## Qualifications

This program will be available to K-12 educators who meet the following qualifications:

- Currently employed in a Mississippi school system
- Master's degree or higher from a regionally accredited Institution of Higher Learning
- Valid Class AA Mississippi educator license
- Minimum three (3) years of teaching experience

## Application Process

The application process for the MAPQSL program for candidates includes the following steps:

1. Applicants should complete, sign, and submit the MAPQSL application along with the required documents listed below:

- ☐ Copy of a valid Class AA Mississippi Educator License
- ☐ Verification of teaching experience from school district or districts (minimum of 3 years)
- ☐ \*Sealed transcripts for bachelor's and master's degrees

*\*All college transcripts from all institutions must be submitted in a sealed envelope(s) bearing the seal or signature of the registrar. Do not ask the institution to mail your transcript to this office! Transcripts should be mailed to you, but do not open the sealed envelope.*



- ☐ Verification that MDE has a PLT (Principles of Learning and Teaching) test on file
- ☐ Two to four page typed essay stating personal and professional goals, intent to be a school leader, prior leadership experience in the classroom, commitment to an experience working as an advocate for children and families, and why the candidate should be selected for the MAPQSL program
- ☐ Signed Recommendation by Superintendent form (included in application packet)
- ☐ Letter of recommendation from a MS school superintendent for the district in which the applicant will be employed during the 2019-20 school year. The letter must verify the candidate's interest in becoming a school leader and provide examples of the candidate's leadership experiences, excellence in teaching, and commitment to students. In the letter the superintendent must also agree to provide a leadership internship of 1000 hours for the year (or averaging 40 hours per week for 25 weeks ) with a

successful district principal. The internship may include leadership team responsibilities such as a lead teacher, coach, *administrative intern*, or a district position. The superintendent must also state the candidate will be given consideration for an available administrative position within the district when he/she has successfully completed his/her internship and all requirements of the MAPQSL program and MDE certification requirements have been met.

- ☐ Letter of reference from the supervising principal
  - ☐ Letter of reference from a professional colleague
  - ☐ Letter of reference from a parent of a current or former student or a current or former student.
2. Top candidates will be chosen to participate in an interview for final selection of the top 75 applicants to attend one of three regional cohorts.
  3. Submit a \$50.00 non-refundable fee, which will be applied to the \$3950.00 tuition if the applicant is selected. If selected, \$2600.00 will be due by May 7, 2019. The balance of \$1300.00 will be due in two installments - \$650.00 by September 10, 2019 and \$650.00 by November 12, 2019. All payments are to be made by cashier's check or money order, with your name on the "memo" line.
  4. The application, along with all other required documents must be submitted as a single packet to the MS Community College Foundation at the address below between

November 1, 2018 and March 22, 2019. Incomplete packets will not be considered.

**If you are interested in the Business Track application, please call the MS Community College Foundation at 601-321-3903**

5. *Packets should be mailed or delivered to:*  
MS Community College Foundation / MAPQSL  
Attention: Marilee Woods  
1900 Lakeland Drive, # 941  
Jackson, MS 39216

## Training Program

The training program for MAPQSL candidates includes the following components:

1. *Summer Training* – Participants accepted into the program must successfully complete the 15-day administrator training program offered from June 3 – June 26, 2019 from 8:00 a.m. – 4:30 p.m., at one of three community college program sites. Participants must attend all sessions to obtain the One-Year Alternate Route Assistant Administrator license #494.
2. *Saturday Sessions* – Participants must complete the MAPQSL Practicum, including nine (9) Saturdays during the school year following the summer program (one per month from August to May). All summer program participants will complete the Practicum while they are serving the one year internship so that they will be eligible for the five-year alternate route license when an





**MISSISSIPPI COMMUNITY  
COLLEGE FOUNDATION**

1900 Lakeland Drive ★ Box 941  
Jackson, Mississippi 39216

3956332645 0092

Moss Point School District  
Dr. Shannon Vincent, Superintendent  
4924 Church St.  
Moss Point, MS 39563-2645



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