

CSULB/LBUSD Future Administrators Cohort

Are you interested in obtaining your Administrative Credential in a fast-paced program?



Mission

To support the personal and intellectual success of every student, every day.

Vision

Every student a responsible, productive citizen in a diverse and competitive world.

Program Overview:

The purpose of the CSULB Future Administrators Cohort Program is to recruit, train, support and retain high quality leaders, who will increase student achievement and close the achievement gap. This unique program is a collaborative endeavor between the LBUSD Leadership Development Office and California State University, Long Beach (CSULB). Members of the cohort will participate in a fast-tracked [i.e. one year long] administrative credential program, with an option to pursue a master's degree. In addition, participants will enroll in courses that are taught by experienced LBUSD administrators and respected CSULB faculty. Rather than meet on CSULB's campus, participants will attend class at various LBUSD sites. Those who successfully complete the program will receive a Certificate of Eligibility by August 2010.

Eligibility Requirements:

- A minimum of three (3) years experience in credentialed field
- A valid California teaching Credential and/or Services Credential
- Baccalaureate Degree and a minimum 2.85 GPA for the last 60 semester units and provide a set of transcripts
- Passed the CBEST
- Verification of passing/meeting the Graduate Writing Proficiency Requirement (master's candidates only). This may be completed within the first semester of admittance to the program
- Demonstrated leadership experience as a teacher, counselor, facilitator, program specialist or in another comparable leadership position

To Apply

1. **Submit the following documents by January 9, 2009:**
 - Resume (two page max) highlighting leadership experiences
 - 2-3 page personal statement (See application prompt)
 - Program Application
 - Paperclip and send all of the above documents to Missy Sykes, HRS (Please do not send application documents via email)
2. **Submit the following documents by January 23, 2009:**
 - Documentation of passing the CBEST
 - Copy of Teaching/ Pupil personnel Services, or Designated Subjects Credential
 - One set of official transcripts from all colleges and universities attended (Note: you will need another set of transcripts for Enrollment Services, located at CSULB)
 - Two letters of recommendation (one must be from your current supervisor) using the appropriate university forms and prompt.
 - Note: **All of the above documents must be organized into a manila folder and sent to Missy Sykes (1st floor, HRS). Please do not submit binders, covers, or staples with your application materials.**
3. **Complete the CSULB Online Admission Application (www.csumentor.edu).** See page three of this packet for more information on how to apply to the program.

Description	Timeline
CSULB/LBUSD Future Administrators Cohort Informational Meeting (optional) Session Registration Number (SRN): 282103901	December 9, 2008, 4:00-5:15 pm Collin Powell Academy For Success 150 Victoria Street Long Beach, CA 90805
Application Documents Due (Application, Resume and Leadership Statement)	January 9, 2009
Supporting documents Due (Transcripts, CBEST Scores, Copy of Credential, and Letters of Recommendation).	January 23, 2009
CSULB Online Application Due	March 01, 2009
Selected candidates will complete a group interview scored on a rubric, by a panel	March 2009
Program Participant Selection Notification	March 2009
First Cohort Meeting	June 2009

Contact Information:

Kristi Kahl, Program Administrator
 Long Beach Unified School District
 1515 Hughes Way, Long Beach, CA 90810
msykes@lbschools.net (e-mail is preferred)
 (562) 997-8183

Two-Track Application Process

Please be aware that there is a **two-track application process for applying to the CSULB Future Administrators Cohort Program**. You must **complete both application processes**. The graduate university deadline, which differs from the district deadline, is March 1, 2009.

Step #1: Application to the CSULB Future Administrators Cohort Program:

Please provide all appropriate materials listed in the attached pages to support your application packet. Applications will not be processed unless they contain all required materials. Return the program application and supporting materials for the master's degree and/or the Preliminary Administrative Services Credential to Missy Sykes, Human Resource Services.

Step #2: CSULB Online Admission Application:

Application to the University is accompanied by a **\$55 nonrefundable application fee**. We strongly encourage you to apply online by visiting **CSUMentor**. Please make sure that you have your Social Security number handy when completing the application. If you experience technical problems or need assistance, please call (800) 468-6927 or e-mail CSUMentor support at support@csumentor.edu.

To apply online, go to <http://www.csumentor.edu/> and select "**Apply Online.**"

Select "**Graduate Admission Applications**" and click on the box with the appropriate term (i.e. Summer and Fall 2009).

If you are a first-time CSUMentor user, you will have to create an online account. Click "**Create an Account**" and follow the directions to create an account. If you are not a first-time CSUMentor user, you will have to log in to your account.

Once you have created your account and/or logged on to the system, select "**CSU Long Beach Graduate**" from the list of campuses. Next, click "**start new application.**" Read the application information and general instructions to complete the online graduate application. Scroll down to the bottom of the screen and click "**Begin Application for CSU Long Beach Graduate.**"

The Enrollment Section page will appear on your screen:

Enrollment Plans

Be sure to select the correct term (Fall 2009) and then click on the box "**Select a Campus and Major.**" Select "**Long Beach Campus**" and then click "**Set Campus.**"

The intended major box will appear. If you are applying to the Master's and credential program, be sure to select "**Educational Administration MA**" from the pull down menu. If you are only applying to the credential program select "**Credential: Service**" as your major.

Degree/Credential Objective

Select "**MA**" if you are pursuing a master's degree. Select "**None**" if you are only pursuing an administrative credential. Where the application asks for credential information, select "**Cert of Eligibility/Preliminary Admin Services.**"

Complete the rest of the application and click "**SUBMIT.**"

Note: Remember to print a copy of the application confirmation number, and print out a copy of the application for your records. Be sure to follow up by sending an official set of transcripts for all institutions attended to Enrollment Services, located on CSULB's campus.

Preliminary Administrative Services Credential Program

Standards of Candidate Competence and Performance

Standard 10: Vision of Learning

Each candidate is able to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Standard 11: Student Learning and Professional Growth

Each candidate is able to promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Standard 12: Organizational Management for Student Learning

Each candidate promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Standard 13: Working With Diverse Families and Communities

Each candidate promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Standard 14: Personal Ethics and Leadership Capacity

Each candidate promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.

Standard 15: Political, Social, Economic, Legal and Cultural Understanding

Each candidate promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal, and cultural context.

CSULB/LBUSD Future Administrators Cohort Program

Non Confidential Letter of Recommendation Guidelines

To the Candidate: Please complete the information below and give this form to two people who you feel are knowledgeable about your abilities and who can comment on your potential as a future administrator. One letter must be from your current principal or supervisor.

Applicant Information

_____	_____	_____
Name (Print First and Last Name)	Student ID Number	Date
_____	_____	
Applicant Signature	Date	

Directions to the Recommender: On a separate sheet of paper, please comment on the candidate's overall abilities as well as his/her potential as a future administrator. It would be helpful if you could also provide your impressions of 1) his/her attitudes and actions toward individuals with disabilities as well as those from diverse ethnic, racial, cultural, and socio-economic backgrounds, 2) his/her level of community involvement, 3) his/her relationships with professional colleagues, and 4) the leadership experiences in which he/she has engaged. **Please attach this form to the letter of recommendation.**

All records, which include recommendations, shall be kept by the campus in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, which allows students access to their records.

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