



To: Applicant
From: Principal Leadership Institute (PLI) Application Committee
Re: PLI Supplemental Application

Thank you for your application to the Principal Leadership Institute at the University of California, Berkeley School of Education.

It is important to note that to apply to the Principal Leadership Institute (PLI), you must complete the **Online Graduate Division Application for Admission and Fellowships**, which includes the **Principal Leadership Institute Supplemental Program Application**. In addition, please note that PLI has additional instructions for the *Statement of Purpose*, *Recommender Information*, and *Resume/CV* sections of the Graduate Application. The **Additional Instructions for the Graduate Division Application** are included in the following pages.

The PLI Supplemental Application includes fillable PDF forms that can be scanned (after obtaining required signatures) and uploaded to your Online Graduate Division Application. **Applicants are responsible for making certain that these application materials are uploaded to your Online Graduate Division Application by 8:59 p.m. (PST) on Friday, December 15, 2023.**

The PLI Admissions Committee will review all applications, invite selected candidates for a daylong group interview, and then recommend candidates to the Berkeley School of Education (BSE). The BSE reviews applicant files and recommends eligible applicants to the Graduate Division for admission. PLI will email all applicants to indicate whether they have been recommended for admission. The Graduate Division makes the final decision on the admission status of all candidates and sends the formal acceptance.

For questions about the PLI program, the supplemental application, or the additional instructions, please contact the **PLI Office** via email at bse-pli@berkeley.edu.

For questions regarding the Graduate Application, please contact the **BSE Admissions Office** via email at bse_gradadmissions@berkeley.edu.

Additional Instructions for Graduate Division Application

1. Statement of Purpose: Additional Instructions

This is a key part of your application because it is your opportunity to give us significant insight into your reasons for wanting to be a school leader, your current and past experiences, and your philosophy of education. This should NOT be an autobiography; that is covered in the Personal History Statement. Rather it addresses the following questions in a clear and cogent manner:

What is your basic philosophy of education, particularly as it relates to teaching and learning in urban schools?

What is your experience working in schools, particularly urban schools? How has that experience prepared you for leadership?

Leadership means a position of authority in which you are directly responsible for how other adults perform in their responsibilities and can include academic coach, grade level chair, department chair, leadership teams, SSC, etc. What leadership roles have you held? How did they inform your perspective? Why do you want to be in a leadership position in a school?

Why do you want to be in a rigorous master's program in preparation for leadership?

The preferred length is 500-750 words / 2-3 pages. Write in a narrative style and include *concrete examples* of how your philosophy translates to your work. You may include references to research/ideas that you rely on to form your philosophy or that have informed your experience.

2. Recommender Information: Additional Instructions

To the degree that it is possible, your letters of recommendation should be from a **variety of persons** who have observed or worked with you in an academic or professional setting. We are specifically interested in reading your recommender's assessment of your potential for administrative leadership and success as an urban school administrator, interpersonal and inter-group relations, potential for successful performance in graduate work, and unique strengths. You should NOT submit generic recommendations from past employers or professors.

3. Resume/CV: Additional Instructions

While the Graduate Application notes that this section is optional, candidates applying to the PLI **are required** to submit a resume that includes education and professional work history, other professional activities (i.e. professional organizations, etc.), professional productivity (i.e. professional publications or professional development), and other major professional, vocational, community, or recreational activities, interests, and pursuits. Please submit via the online Graduate Application **Resume/CV** section.

4. Entrance Exams (Optional):

The GRE is NOT required for this program, but we are interested in your academic potential for rigorous graduate work. In certain situations, candidates who do not meet the 3.0 GPA requirements are accepted if they are able to demonstrate potential through GRE scores, recently written academic papers, or other venues. Please submit via the online Graduate Application **Exam Requirements** and/or **Publications/Presentations** sections, respectively.

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

Submit Essay Question 1 (via text box): Respond to the following question

*Role models serve critical functions in leadership development. Who is one of your educator social justice role models and why? How did this person impact your growth as a leader?
(Limit: one page response)*

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

Submit Essay Question 2 (via text box): Respond to the following question

From your professional experience, describe and analyze an equity dilemma that you have encountered. What happened? Why do you consider this an equity dilemma? How did you respond? What influenced the choices you made? How might you respond in the future if faced with a similar dilemma? (Limit: one page response)

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

Teaching Video: Submit a *recent* 10-20 minute video (uploaded to a video sharing website) of yourself teaching a lesson in a K-12 classroom, accompanied by a lesson plan that details the subject, grade, standards, learning objectives, assessment, and learning activities. The lesson must include student-teacher interaction. DO NOT edit the content of the video; it should be one segment of recent (last 12 months) teaching. If you received NBPTS certification within the last 3 years, you may submit one of those videos.

Please share your online teaching video and lesson plan (PDF format) with bse-pli@berkeley.edu by Friday, December 15, 2023.

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

California Teaching or Services Credential: Upload a copy of your current valid California Teaching or Services Credential (printed or PDF), with no outstanding requirements. Please note: The copy of your credential should show the document number and all authorizations, not the printable certificate which doesn't show all the necessary information. Your credential should be clear or have only one or two outstanding requirements for clearing it. If it is not cleared, please provide your timeline for doing so. Your teaching credential must also include an English learner authorization.

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

VERIFICATION OF EXPERIENCE LETTER

Provide original documentation verifying your full-time employment experience in classroom teaching or pupil personnel services, one letter for each qualifying position according to the guidelines below.

You must submit a signed letter verifying a total of five years full-time classroom teaching or pupil personnel services experience (or four and-a-half years experience, plus verification of full-time employment to complete the fifth year prior to the start of the PLI term in June).

As stated in the CTC's instructions: "Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources." (From the Administrative Services Credential leaflet: CL-574C)

The verification of experience letter needs to state that you were employed full-time as a teacher or in a pupil personal services position, as well as the dates of employment, e.g., "starting date (mm/dd/yyyy) to end date (mm/dd/yyyy or current)". This information will allow us to verify whether your experience meets the CTC requirement.

If you have held multiple positions that add up to five years experience, we require a separate letter for each position. Your letter(s) may be addressed to the CTC or PLI.

**Upload your verification of experience letter(s) to your Online Graduate Division
Application by 8:59 p.m. (PST) on Friday, December 15, 2023.**

Please note: The original, hard copy of the letter(s) with a wet signature will be required upon enrollment. At that time, you'll be required to submit your verification of experience documentation to the Berkeley School of Education Admissions Office, which is located at 2121 Berkeley Way, 4th floor, Berkeley, CA 94720-1670.

PRINCIPAL LEADERSHIP INSTITUTE
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL AND MASTER'S
PROGRAM

ADMINISTRATIVE FIELDWORK PLACEMENT CONFIRMATION

An essential component of the Preliminary Administrative Services Credential (PASC) and Masters Program in Education at the University of California, Berkeley involves significant and relevant administrative field experiences. **All applicants to the PASC Program are required to submit the following written commitment for fieldwork in a local school district. If this changes after application or acceptance, you must submit a new form.** The persons who sign this form are committed to supporting the field experience of this candidate.

This form is to be submitted by the applicant with his/her program application to the Admissions Office of the Berkeley School of Education at UC Berkeley.

1. Name of Applicant: _____
2. School/Agency: _____
3. District and Address: _____

Phone: _____

4. Types of administrative leadership experiences in which the candidate must engage during preparation to meet California State Administrator Standards and California Administrator Performance Assessment (CalAPA) requirements:

- | | |
|--|--|
| * Curriculum development | * Video recording of three elements of a non-evaluative coaching cycle with a teacher: pre-observation conference, instructional lesson, and post-observation conference |
| * Supervision/evaluation | * Program coordination |
| * Budgeting | * Group Leadership |
| * School Operations (daily) | * Scheduling |
| * Group problem solving & decision-making | * Planning (short and long term) |
| * Access to and analysis of school and district student demographic and achievement data bases | * In-service/staff development |
| * Video recording of multiple meetings of a professional learning community | * School/community relations |
| | * Program Evaluation |

5. Personnel giving approval and support for field work experiences:

Principal or other Site Supervisor:

Signature indicates you will support candidate at site.

Name *Signature*

Title: _____

Phone: _____ Date: _____

email: _____

District Official:

Preferably Assistant Superintendent or similarly titled official in charge of your school site. Note: Signature indicates you support this candidate for admission and you have reason to believe he/she is a strong applicant for a leadership program.

Name *Signature*

Title: _____

Phone: _____ Date: _____

email: _____

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

STATEMENT OF COMMITMENT

The Principal Leadership Institute prepares candidates for urban leadership. The Leadership Support Program, a two-year induction program, provides support for new leaders. The programs build on each other and provide consistent, thorough, and integrated support. Candidates who complete the Principal Leadership Institute are asked to continue their leadership development with the Leadership Support Program when an administrative position is obtained.

1. I commit to full participation in the PLI program. I understand that my continued participation is subject to periodic reviews of my progress by program faculty.
2. I commit to participation in the Leadership Support Program, the two-year induction program, when I obtain an administrative position.

Please indicate your understanding and agreement to the commitment and requirements above by signing below.

Name: _____

Signature: _____

Date: _____