

# PRINCIPAL PREPARATION PROGRAM (PPP) 2009-2010 APPLICATION

## SCHOOL-SITE LEADERSHIP POSITIONS

- **Program:** The Principal Preparation Program (PPP) provides a comprehensive competency based preparatory program for aspiring principals. The program includes a Leadership Assessment, professional development sessions addressing instructional, operational and urban school leadership, an Action Learning project, Job Shadowing experiences, instructional rounds, mastery of the Florida Principal Leadership Standards, required readings, a reflective journal and submission of a portfolio. **Participants are required to attend all monthly professional development sessions. There will be two weeks of mandatory professional development sessions from July 20 through July 31, 2009.**
- **Required Experience:** Candidates must successfully complete (3) years as an assistant principal or an equivalent district experience (Pay Grade 22 or above) and in his or her fourth or more year. In addition, candidates must have received "Substantially Exceeds Standards" or "Exceeds Standards" performance ratings on their annual evaluations during the last three years in order to be interviewed.
- **Procedures:** Qualified applicants must submit a complete packet including the required documentation specified on the attached cover sheet no later than 2:00 P.M. on Friday, April 17, 2009:

Mr. Jorge E. Rubio, Executive Director  
Office of Human Resources  
1500 Biscayne Boulevard, Suite 144  
Miami, Florida 33132

- **Interviews:** All qualified applicants will be notified by the Office of Human Resources of the interview date by Friday May 1<sup>st</sup>, 2009. At this time Applicants will receive information regarding the specific date/time reserved for their initial interview.
- **Additional Information:** If you need additional information regarding the PPP program, please contact Mr. Jorge E. Rubio, Executive Director, Office of Human Resources at 305-995-7457. Please be advised that if selected as a PPP participant, you will be required to attend the mandatory professional development activities from July 20 through July 31, 2009.

**PLEASE POST THIS INFORMATION  
IN A VISIBLE LOCATION  
ON YOUR CAMPUS**



MIAMI – DADE COUNTY PUBLIC SCHOOLS  
Office of Human Resources

**PRINCIPAL PREPARATION PROGRAM (PPP)**

**2009-2010 APPLICATION FORM**

NAME: \_\_\_\_\_

WORK LOCATION NAME AND #: \_\_\_\_\_

AREAS OF CERTIFICATION: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELLULAR: \_\_\_\_\_ REGION: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Please attach the following documents:**

1. 2009-2010 Principal Preparation Program Application Form
2. Current résumé
3. Copies of annual evaluations issued for the last three years with evaluation ratings of at least “Commendable Performance Standards” or equivalent (please duplicate both sides of each page)  
Applicants who do not meet this requirement must have approval for a waiver from the Superintendent of Schools or Designee.
4. Two current letters of recommendation – **one must be from current Principal/ Supervisor**
5. Copy of the following personnel screens:
  - a. 010 screen showing earned certification/s to include Educational Leadership or Administration or Administration and Supervision or School Principal
  - b. 011 screen showing Master’s Degree
  - c. 101 screen showing three complete years as an Assistant Principal or an equivalent district experience (Pay Grade 22 or above)

**Incomplete application packets will NOT be processed and/or considered**

**Please submit this Application Form and all required documentation to:**

**Mr. Jorge E. Rubio, Executive Director  
Office of Human Resources  
1500 Biscayne Boulevard, Suite 144  
Miami, Florida 33132**