

**SUNY CORTLAND**  
**EDUCATIONAL LEADERSHIP DEPARTMENT**

## **Directions for Applying for the Educational Leadership Program**

To be considered for the Educational Leadership program, you must include, in addition to the completed Graduate School application, the following materials:

### Certification & Degree:

Proof of permanent or professional NYS teaching certification [For those applicants in SBL and SDL] and an official transcript showing the master's degree already conferred.

### Resume:

An *updated* resume with a minimum of three [3] references with current phone numbers.

### Recommendations:

Three (3) completed, signed and dated *Candidate Recommendation Forms*. These recommendation forms must be completed by practicing school leaders who support your candidacy. (Make required number of copies of the form found in this packet.) Once completed by the reference person, the forms should be returned to you in a signed and sealed envelope to insure confidentiality. You will include them in the submitted packet.

Please note the following:

- A. Applicants from the teaching field must have one form from an administrator in their district's central office, a second form from their *immediate supervisor*, and a *third* form from a *practicing educational administrator of their choice*.
- B. Applicants from a *non-teaching* background (non-traditional) must have one recommendation form from their current organization's Chief Executive Officer, one form from their *immediate supervisor*, and the third form from an **educational** supervisor/administrator of their choice.

### Essay:

A written essay, [1 – 2 pages, , double-spaced with 12 point font] which addresses the following question: *What is your vision of the school leader in American public schools of the 21<sup>st</sup> century?*

- A. This essay is due at the time of all other application materials and becomes part of the applicant's file; this paper should not be handed in at a separate time
- B. This paper should be well written, word processed, and in the form and quality which a future school leader would proudly provide a superintendent and/or board of education for review. (See enclosed rubric for criteria)

**This completed packet, along with the Graduate School application, is to be returned to the Graduate Studies Office. Once the completed application packet is received, it will be scheduled for review by the Educational Leadership Department faculty committee.**