****

**LEADERSHIP INSTITUTE**

**Overview, Nomination, and Application Forms**

Due April 30, 2021

Interactive Form Requires Word 2013 or 2016

|  |  |
| --- | --- |
| **Nomination Form and Candidate Application** | **Send Electronically no later than April 30, 2021** |

|  |  |
| --- | --- |
| **Table of Contents** | |
| **Content** | **Page Number(s)** |
| **Overview of the Leadership Institute** | 3-6 |
| **Nomination Form**  *To be completed by nominator.* | 7-9 |
| **Candidate Application** **Form** *To be completed by applicant.* | 10-15 |

# IDCTE LEADERSHIP INSTITUTE

Leadership Institute is a program sponsored by the Idaho Division of Career Technical Education (IDCTE) to train emerging leaders in career technical education throughout Idaho. Individuals from both secondary and postsecondary institutions are welcome, as well as relevant partners (e.g., corrections, counseling) associated with career technical education. The focus of Leadership Institute is to learn about state and national governance and laws, organization and administration, and funding and support for career technical education institutions. Leadership Institute is designed to prepare the next generation of district, regional, and state leaders through meaningful, collaborative, and reflective leadership experiences that are both forward thinking and change oriented.

## Overview

Leadership Institute is a three-year program that kicks off a new cohort each year in August. Up to five new cohort members are selected to begin each year, and two to three cohorts are involved in Leadership Institute at any given time.

The program consists of five fundamental components:

1. Attend seminars on Idaho and national career technical education policy, administration, and leadership.
2. Complete the Idaho Association of School Administrators (IASA) Project Leadership program, which includes a fall academy each year for three years, involvement in regional meetings, and a research project. IASA Project Leadership regional meetings vary by region and it is IDCTE’s expectation that Leadership Institute members attend these regional meetings each year. LI participants are expected to participate in a minimum of four meetings each academic year, as well as complete the regional assignments and selected research project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Meetings Per Year** | **Format** | **Schedule** |
| 1 | 5 | Regions 1 and 2 hold combined meetings. Three meetings are held in the Coeur d’Alene area and two meetings are held near Lewiston. | 10 a.m.- 3 p.m. |
| 2 |
| 3 | 5 | Rotating locations, including the state capitol building. | 2-4 p.m. |
| 4 | 5 | Rotating regional locations | 9 a.m.- 1 p.m. |
| 5 | 5 | Rotating regional locations | 9 a.m.-1 p.m. |
| 6 | 5 | Rotating regional locations | 9 a.m.-3 p.m. |

3. As applicable, create a professional development plan to obtain an Idaho CTE administrator’s endorsement and work toward completing this plan.

4. Present at REACH during the second or third year in the cohort.

5. As an optional component to the final year, participate in mentoring and/or an internship. During the three-year program, cohort members will be expected to travel to attend state and national meetings that will add to the depth and breadth of their knowledge of career technical education. Candidates must be willing to commit to the travel, meetings, presentations, and assigned activities. The schedule of activities depends on the year, which means some members will begin with the Year A schedule, while others will begin with Year B. All members will complete on Year C, with graduation at our Sunday meeting before Project Leadership in Sun Valley.

**Cohort 22 will begin on Year A.\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Summer** | **Fall** | **Spring** |
| **Year A** | Annual Kick-Off Meeting  *August/Boise* | ACTE Best Practices *September or October*  IASA Project Leadership  *October or November*  Fall IASA Project Leadership Regional Meetings | State Policy Seminar *February*  Possible Spring LI Meeting  Spring IASA Project Leadership Regional Meetings |
| **Year B** | Annual Kick-Off Meeting  *August/Boise* | IASA Project Leadership  *October or November*  Possible Fall LI Meeting  Fall IASA Project Leadership Regional Meetings | ACTE National Policy Seminar  Spring IASA Project Leadership Regional Meetings |
| **Year C** | Annual Kick-Off Meeting  *August/Boise* | IASA Project Leadership  *October or November*  Fall IASA Project Leadership Regional Meetings | Spring IASA Project Leadership Regional Meetings |

For more information on IASA Project Leadership:   
<https://www.idschadm.org/project-leadership>

For more information on ACTE and the ACTE professional development conferences:   
<https://www.acteonline.org/professional-development/>

## **\*Years A and B may be modified for the incoming cohort due to moving previous cohorts through to completion. Previous cohorts were delayed due to COVID-19 cancellations.**

## Objectives

Leadership Institute offers a focused professional development experience designed to increase knowledge, skills, and abilities in the following areas:

Governance. Participants will gain knowledge of the Career Technical Education structure, operations, and finance of Idaho.

They will learn processes for approving, financing, and overseeing CTE programs and all that is related to CTE programs.

Policy and Advocacy. Participants will gain knowledge of education advocacy, at both the state and federal levels. They will learn the do’s and dont’s and will practice advocacy through meetings with elected officials.

Participants will learn processes and procedures for how legislation is considered and how it may ultimately become law. They will learn the differences between State Board of Education policy, Idaho Statutes, and Idaho Administrative Rules.

Leadership. Participants will delve into their own leadership style through instruments, activities, and coaching and they will be challenged to think like a leader. They will be exposed to education situations and learn to identify problems and create solutions.

Leadership across all spectrums will be practiced: personal, professional, and administrative.

Administrative. Participants will consider what their next level of leadership would be in an administrative role. They will be challenged to personally explore how they could step up to a leadership role in career technical education. Participants are encouraged to begin or complete a CTE Administrator’s endorsement.

## Eligibility

The following qualifications are not absolutes in terms of program eligibility, but prospective applicants and nominators should consider the extent to which the applicant meets the criteria below. These qualifications (or lack thereof) may affect the success of a cohort member in meeting the program goals.

* Hold a bachelor’s degree in education (teaching or counseling) and/or hold an occupational endorsement with a minimum of three years’ teaching experience in an occupational discipline.
* Hold a master’s degree, or be willing to work on obtaining a master’s degree during the Leadership Institute program participation. Holding a master’s degree is a requirement for the CTE Administrator’s endorsement.
* Have completed at least four of the five following courses (at the undergraduate or graduate level):

1. Principles/Foundations of Career Technical Education

2. Analysis/Curriculum Design

3. Career Guidance/Occupations

4. Methods of Teaching

5. Evaluation

* Hold or be willing to work toward an Idaho Career Technical Education Administrator endorsement. This will require completing at least 15 semester credits of coursework in school leadership, including coursework in school finance, administration, supervision of personnel, and the legal and ethical aspects of school administration. This coursework is offered at both Idaho State University and the University of Idaho.
* Be an ACTE member (required).

## Application Process

New cohort members are selected through an application-based, competitive process.

1. An individual must first be nominated by his or her institution, school administration, a person in a mentoring role with the candidate, or other person who knows the individual and believes him or her to be an emerging CTE leader in Idaho. If the individual is nominated by someone other than his institution or school administration, the institution or school administration must support the nomination.
2. If the individual agrees to the Leadership Institute program requirements and wishes to submit an application, the individual must then follow up the nomination with an application. Both the nomination form and the application form are included in this information packet.
3. In addition to the nomination, candidates must be recommended to participate in Leadership Institute by their supervisor. The recommendation must include an agreement to support the candidate as he or she fully participates in all Leadership Institute activities, which includes IASA Project Leadership. This would also include the required time out of the office, classroom, school, or institution to attend regional meetings and state and national conferences. To advance through the Leadership Institute levels, cohort members must have continued positive employment related to a CTE program or institution; without continued employment, cohort members may be removed from the program.

Following submission of the required documents, a selection committee will review each application to determine each applicant’s leadership goals, program outlook, and institutional support.

Applicants will be notified by the end of May each year.

## Benefits to the Participants

In addition to the opportunity to gain new knowledge, skills, and abilities in your CTE career, you will meet new colleagues and make new friends from around the state and nation as you participate in the activities and travel provided by Leadership Institute.

You will learn about your leadership style and potential, and you will be exposed to leadership opportunities you may not have considered.

Most of the costs associated with Leadership Institute are underwritten by IDCTE. Covered expenses include costs associated with travel to attend state and national conferences, registration fees, books, and similar support.

You may earn university credits for participation in Leadership Institute.

You will be recognized for successful completion of Leadership Institute as well as the three-year Project Leadership program.

# Nomination form

Idaho Division of Career Technical Education Leadership Institute

This Page 1 of the NOMINATION FORM should be completed by the **Nominator** and submitted to IDCTE, together with a nomination letter and answers to the questions on Page 2.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Candidate’s Title (Mr., Ms., Dr.) |  | Candidate’s First Name |  | Candidate’s Last Name |
| Click here to enter text. |  | Click here to enter text. | | |
| Candidate’s Job Title |  | School/Institution | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. | | | | |
| Candidate’s Work Street Address | | | | |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Work City |  | Work State |  | Work Zip |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Work Phone |  | Cell Phone |  | Home Phone |
| Click here to enter text. | | | | |
| Work Email | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Nominator’s First Name |  | Nominator’s Last Name |  | Nominator’s Title |
| Click here to enter text. | | | | |
| Nominator’s Relationship to Candidate | | | | |

***Nomination will not be considered if nomination packet is incomplete.***

|  |  |
| --- | --- |
| Enter Initials | I understand that my Candidate will not be considered for Leadership Institute without including my nomination letter with the required information with the nomination form (see Page 2). |
| Initial |

**TO BE COMPLETED BY NOMINATOR**

* 1. Please prepare a **nomination letter** (using school/district/institutional letterhead) and include the following pertinent information about the Candidate to the best of your knowledge.
  + How long and under what circumstances have you known the Candidate?
  + How long has the Candidate been in his or her present position?
  + How is the Candidate’s position related to career technical education?
  + What are the Candidate’s strengths in his or her present assignment?
  + What is the Candidate’s interest in participating in Leadership Institute?
  1. Complete the remainder of these questions by filling in the “Click here to enter text.”

1. From what areas of growth could the Candidate benefit most to enhance his/her knowledge and/or performance in a present or future leadership role?

**Click here to enter text.**

1. Given continued professional development, what do you see as the Candidate’s ideal leadership role over the next 10 years in either:
   1. Idaho school/program area in career technical education?

**Click here to enter text.**

* 1. Idaho secondary or postsecondary administration?

**Click here to enter text.**

* 1. Another organization or role that supports CTE?

**Click here to enter text.**

1. If you could recommend specific professional development activities or increased responsibility for the Candidate that would further complement the individual in career technical education, what would it/they be?

**Click here to enter text.**

1. In terms of capacity and potential for administrative leadership in career technical education, please place **ONE** X on the continuum provided below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| I------------------------------------------------------------------------------------------------I | | | | | | | | | |
| Limited Potential Highest Potential | | | | | | | | | |

1. Would you like to provide any further information or comments to IDCTE about your nomination?

**Click here to enter text.**

|  |  |
| --- | --- |
| Enter Initials | **Yes, I have communicated with the Candidate about my Leadership Institute nomination. The Candidate is aware of the April 30, 2021, application deadline and that he or she needs to separately submit the Candidate Application.** |

|  |  |  |
| --- | --- | --- |
| Click here to enter text. |  | Click here to enter a date. |
| Printed Name of Nominator |  | Date |
|  |  | Click here to enter text. |
| Signature of Nominator |  | Title |

|  |
| --- |
| To ensure the Candidate will be considered for Cohort 22, the Nominator must complete and return this nomination form and supporting documentation by April 30, 2021.  *Nominations received after April 30, 2021, will be held and considered the following year.* |
| **SUBMIT NOMINATION FORM ELECTRONICALLY NO LATER THAN APRIL 30, 2021, TO:**  Leadership Institute  Idaho Division of Career Technical Education  **LeadershipInstitute@cte.idaho.gov** |

# Candidate application form

Idaho Career Technical Education Leadership Institute

This CANDIDATE APPLICATION FORM should be completed by the **Candidate** and submitted to IDCTE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter text here. |  | Enter text here. |  | Enter text here. |
| Candidate’s Title (Mr., Ms., Dr.) |  | Candidate’s First Name |  | Candidate’s Last Name |
| Click here to enter text. | | | | |
| Home Street Address | | | | |
| Enter text here. |  | Enter text here. |  | Enter text here. |
| City |  | State |  | Zip |
| Enter text here. |  | Enter text here. |  | Enter text here. |
| Work Phone |  | Cell Phone |  | Home Phone |
| Click here to enter text. | | | | |
| Email | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. | | | | |
| ACTE Membership Number (required) | | | | |
| Click here to enter text. | | | | |
| Name of School/Institution | | | | |
| Click here to enter text. | | | | |
| School/Institution Street Address | | | | |
| Enter text here. |  | Enter text here. |  | Enter text here. |
| City |  | State |  | Zip |

|  |
| --- |
| Click here to enter text. |
| Current Teaching/Counselor/Other Assignment (Include Program Area) |
| Click here to enter text. |
| Immediate Supervisor’s Name and Contact Information |
| Click here to enter text. |
| Highest Degree Earned |
| Click here to enter text. |
| Name of Institution from which highest degree was earned and date of degree award |
| Click here to enter text. |
| Name of Major Advisor in most recent degree earned |

List any leadership roles in professional associations (e.g., leadership roles in CTEI, teacher, counselor, education-related or other professional association), that you currently hold or anticipate you will concurrently hold during the Leadership Institute three-year commitment timeframe, which is August 2021 through May 2024.

**Click here to enter text.**

**TO BE COMPLETED BY CANDIDATE**

Please limit responses to the following questions/statements to the space provided. Please initial where indicated.

|  |  |
| --- | --- |
| 1. Initial | **Yes, I have confirmed that my employer is willing to support me in this proposed endeavor (e.g., time, travel, costs not covered by Leadership Institute).** |
| Initial Here |
|  |
| 1. Initial | **Yes, I have attached a copy of my resume or vita.** *I understand that all of my educational credentials and certifications should be listed on my resume/vita.* |
| Initial Here |

|  |  |
| --- | --- |
| 1. Initial | **Yes, I am willing to commit the time and resources necessary to participate in the IDCTE Leadership Institute.** *By initialing, I have committed to attend all activities during the three-year period. Nonattendance may mean withdrawal from the Leadership Institute. In the event an exception is granted for a given activity, that activity must be made up in a subsequent year, which may extend my time commitment to Leadership Institute.* |
| Initial Here |
|  |  |
| 1. Initial | **Yes, I understand that in order to participate in the Leadership Institute, I must be a member of ACTE, CTEI, plus my state level teacher, counselor, or education-related association.** |
| Initial Here |
|  |  |
| 1. Initial | **Yes, I understand that I must have CTE-related employment in Idaho during my time in the Leadership Institute.** |
| Initial Here |

1. How have you contributed to career technical education? Be specific in your personal contribution toward involvement in professional associations, student organizations, CTE community groups, and committees associated with and outside the school setting.

**Click here to enter text.**

1. What do you believe are the major issues confronting career technical education in Idaho? (Be specific and enumerate 1, 2, 3, and so forth.)

**Click here to enter text.**

1. What is your vision for career technical education in Idaho for the next 10 years?

**Click here to enter text.**

1. What would be an ideal leadership role for you in career technical education after participating in the IDCTE Leadership Institute?

**Click here to enter text.**

1. Do you possess or are you presently enrolled at a university working toward an advanced degree or administrative certificate? If so, briefly describe. Give your objective and projected completion of the degree/certification.

**Click here to enter text.**

1. Are you presently in a professional leadership role in your school, district, or institution?

**Click here to enter text.**

1. Indicate specific concerns/considerations you have about the commitment required for Leadership Institute.

**Click here to enter text.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  |  | Click here to enter a date. | | Signature of Applicant |  | Date | |

|  |
| --- |
| To ensure the Candidate will be considered for Cohort 22, the Candidate must complete and return this nomination form and supporting documentation by April 30, 2021.  *Nominations received after April 30, 2021, will be held and considered the following year.* |
| **SUBMIT NOMINATION FORM ELECTRONICALLY NO LATER THAN APRIL 30, 2021, TO:**  Leadership Institute  Idaho Division of Career Technical Education  **LeadershipInstitute@cte.idaho.gov** |

**TO BE COMPLETED BY CANDIDATE’S SUPERVISOR**

Please limit responses to the following questions/statements to the space provided. Please initial where indicated.

|  |  |
| --- | --- |
| 1. Initial | **Yes, I have enclosed a signed letter of support and recommendation for the candidate being nominated*.*** *I understand the candidate’s application will not be considered if the support letter is not received with this application.* |
| Initial Here |
|  |  |
| 1. Initial | **Yes, I have reviewed the five fundamental components of the program and fully support the candidate’s participation in all Leadership Institute activities, which includes IASA Project Leadership.** |
| Initial Here |

|  |  |
| --- | --- |
| 1. Initial | **Yes, I have reviewed the outline of the proposed three-year agenda and acknowledge there will be days where the candidate will be absent from the classroom or institution while participating in Leadership Institute activities.** |
| Initial Here |
|  |  |
| 1. Initial | **Yes, I have reviewed the benefits of Leadership Institute and understand most of the costs associated with participation in the program are paid by the Idaho Division of Career Technical Education.** |
| Initial Here |
|  |  |
| 1. Initial | **Yes, I understand the district/institution/employer is responsible for covering the costs not covered by IDCTE, including substitute teachers or other individuals who may be necessary to fill in for cohort members when they travel, costs associated with travel and registration for REACH, and local travel to attend IASA Project Leadership regional meetings (meeting information described above).** |
| Initial Here |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  |  | Click here to enter a date. | | Signature of Candidate’s Supervisor |  | Date | |

|  |
| --- |
| To ensure the Candidate will be considered for Cohort 22, the Candidate must return this supervisor form and supporting letter of support by April 30, 2021.  *Nominations received after the deadline, will be held and considered the following year.* |
| **SUBMIT NOMINATION FORM ELECTRONICALLY NO LATER THAN APRIL 30, 2021, TO:**  Leadership Institute  Idaho Division of Career Technical Education  **LeadershipInstitute@cte.idaho.gov** |

## **OUTLINE OF THE PROPOSED THREE-YEAR AGENDA**

Idaho Division of Career Technical Education Leadership Institute

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Annual Activities Occurring within the three-year Commitment** | | |
|  | **First Year – A\*** | **Second Year – B\*** | **Year -- C** |
| **August** | Annual Kick-Off Meeting  Boise (2 days) | | |
| **September or October** | ACTE Best Practices  (3 school days, depending on travel) | *PL Regional Meeting\*\** | *PL Regional Meeting\*\** |
| **October** | *PL Regional Meeting\*\** | *PL Regional Meeting\*\** |  |
| **October or November** | IASA Project Leadership  Sun Valley (Sunday for LI plus Monday-Wednesday for Project Leadership) *In your third year, you will graduate from LI during our Sunday meeting.* | | |
| **December** |  |  |  |
| **January** | *PL Regional Meeting\*\** |  | *PL Regional Meeting\*\** |
| **February** | State Policy Seminar  Boise (2-3 days, depending on travel) | *PL Regional Meeting\** | *PL Regional Meeting\*\** |
| **March** | *PL Regional Meeting\*\** | * F2F Meeting to prep for NPS| Boise (1-2 days before departing for NPS, depending on travel) * National Policy Seminar Washington DC (3 days) | *PL Regional Meeting\*\** |
| **April** | Tentative F2F Meeting | *PL Regional Meeting\* \** | *PL Regional Meeting\*\** |
| **May** | *PL Regional Meeting\*\** | Tentative F2F Meeting | *PL Regional Meeting\*\**  *Completing your third year marks your successful completion of IASA Project Leadership.* |
| **June** |  |  |  |
| **July** |  |  |  |
| Mentorship and Internship Options | |  |  |

## **\*Years A and B may be modified for the incoming cohort due to moving previous cohorts through to completion. Previous cohorts were delayed due to COVID-19 cancellations.**

**\*\*NOTE:** Cohort members will be required to participate in their regional meetings for IASA Project Leadership, at a minimum four times each academic year. Benefits include working with administrators and other upcoming leaders in your region on issues affecting your region, promoting CTE and your CTE program within your region, and gaining valuable networking and leadership skills.

IASA Project Leadership regional requirements vary by region, and you will need to work with your regional liaison on meeting those requirements. In addition, you must complete whatever regional projects are assigned. Regional meetings vary, and can last anywhere from two hours to one day. You will meet your Regional Director at your first Project Leadership meeting in Sun Valley. The following is a general schedule of local regional meetings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Meetings Per Year** | **Format** | **Schedule** |
| 1 | 5 | Regions 1 and 2 hold combined meetings. Three meetings are held in the CDA area and two meetings are held near Lewiston. | 10 a.m. – 3 p.m. |
| 2 |
| 3 | 5 | Rotating locations, including the State Capitol building. | 2 p.m. – 4 p.m. |
| 4 | 5 | Rotating regional locations | 9 a.m. – 1 p.m. |
| 5 | 5 | Rotating regional locations | 9 a.m. – 1 p.m. |
| 6 | 5 | Rotating regional locations | 9 a.m. – 3 p.m. |

**Expenses covered by your school, district, institution, or you personally include:**   
Substitutes for your attendance at seminars/meetings; university registration and credits; ACTE, CTEI, and association memberships; travel and related expenses to attend local regional meetings for IASA Project Leadership; REACH conference registration and related travel.

**Expenses covered by the Idaho Division of Career Technical Education include:**Registration, travel, lodging, and per diem associated with the Project Leadership annual meeting in Sun Valley, state and national policy seminars, ACTE Best Practices conference, and any travel expenses for scheduled fall or spring meetings of Leadership Institute in Idaho. These meetings and travel may vary from year to year.

For efficiency and economy, group travel is arranged to attend state and national meetings and conferences. In the event group travel is available for travel but a participant chooses to make other arrangements and not travel with the group, he or she will be responsible for his or her own mileage, car rental, or other arrangements. Lodging, per diem, and other costs associated with the travel will be paid the same as the group travel.