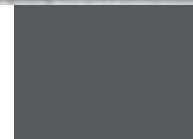


# Opening the Door to the Principalship

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# Meet the Presenters



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01.

# Get Started

Introductions and learning outcomes



# Learning Outcomes



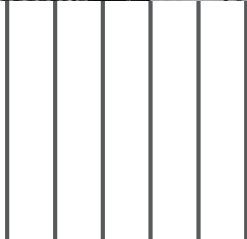
**Know Your Why**



**Make the Cut**



**Show Up and Stand Out**





# Who's Online?

Use the chat box to introduce yourself:

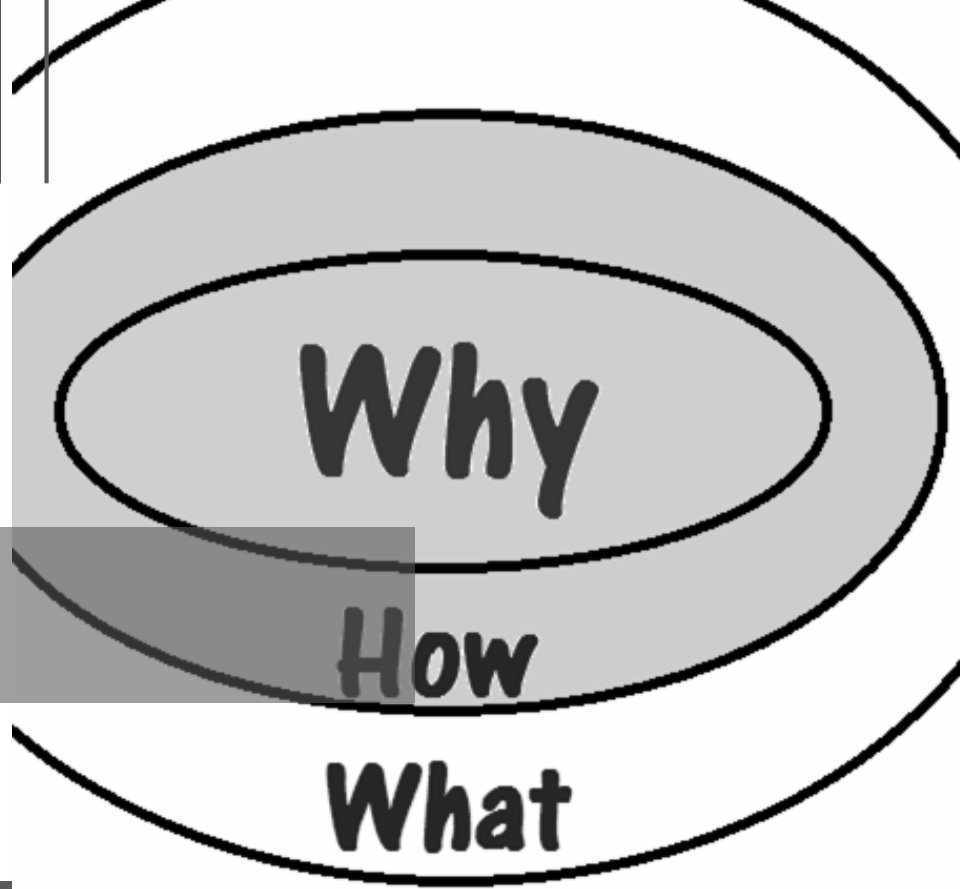
Name

Current role/location

02.

# Know Your Why

Are you ready, sure, and know your why?



# Possible Reasons Why Most Teachers Move to Administration

- Opportunity for better use of talents/leadership abilities
- Looking for more professional challenges
- Looking to achieve ultimate aspirations for district-level positions
- Feel prepared to fill a sudden or critical void in the current administration
- Increase in salary (It certainly may be worth it!)



# Reasons Why One Should NOT Seek an Administrative Role

- Prestige or Power
- Avoiding the rigors of classroom instruction (less work)
- Relief from having to deal with irate parents or unruly students in the classroom
- Having aspirations to change everything you don't like about a school
- Increase in salary (*It may not be worth it!*)

03.

# Make the Cut

Do you know how to get noticed?



# Experience

## **Build on your teacher leadership and administration experience**

- Lead a team: department, grade level
- Lead a school initiative: school improvement, PBIS, etc.
- Lead a student group or coach a sport
- Substitute principals: fill in the office when the principal is away
- Join an aspiring principal association: state, national
- Expand your education: certification and internships
- Lead or create a program: summer camp, tutoring

# Application Packet

## Use materials to get noticed

- Resume: Most important on front page; 30 second glance
- Complete application: transcripts, letters, certificates
- Personalize cover letter: quality writing, specific to posting, district, and contact
- Electronic supplements: websites, social media
- References: roles and testimony

# Personal Touch

## Make it personal

- Use network and connections
- Make an appearance (*Secretaries are the REAL bosses!*)
- Send a follow up email
- Chat with stakeholders
- Are you an “expert” in an area beneficial to a school?



04.

# Show Up and Stand Out

How will you demonstrate your fit?



# Show Up

## Show Up: Make Yourself Seen

- Introduce yourself in person to give a face to the name
- Be active (in a positive way) on social media, build your profiles
- Know the district, building, practices, community: Do your research
- Demonstrate your fit into the community, mission, and vision

# Stand Out

## Fit the part

- District or building touches: colors, mascots, visions
  - Clothes
  - Supplemental materials that WOW!
- Don't leave without demonstrating you are the best candidate
- Research and visit the community
- Be “in the know” if possible (recent sports scores, school accomplishments, etc...)



# Good Luck

**GREAT LEADERS DON'T  
SET OUT TO BE A  
LEADER...THEY SET OUT  
TO MAKE A DIFFERENCE.  
ITS NEVER ABOUT THE  
ROLE-ALWAYS ABOUT  
THE GOAL.**

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