

Moving On & Moving Up:

Dr. Gracie Branch, NAESP

Michael Chirichello, Ed.D
Lifelong Learner & Educator

Jessica Grant

Assistant Principal, Prince George's County Maryland

www.naesp.org



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@thenaesp

Meet Our Panelists



**Gracie Branch,
Ph.D.**

**NAESP Associate
Executive
Director for
Professional
Learning**



**Michael Chirichello,
Ed.D.**

**Lifelong Learner &
Educator**



Jessica Grant

**Assistant Principal,
Brandywine
Elementary
School**

AGENDA



- ❖ Welcome
- ❖ Cover Letter & Resume Tips
- ❖ Interview Questions
- ❖ Scenarios
- ❖ Dispositions
- ❖ Let's Talk

POLL Question

In your job search, what do you feel you need the most help with – is it your:

- Cover Letter
- Resume
- Interview
- Disposition/Mindset
- Other (type your response in the chat)

(Select all that apply)



PURPOSE

The resume for an assistant principal or a principal should showcase leadership, educational background, and interpersonal skills.

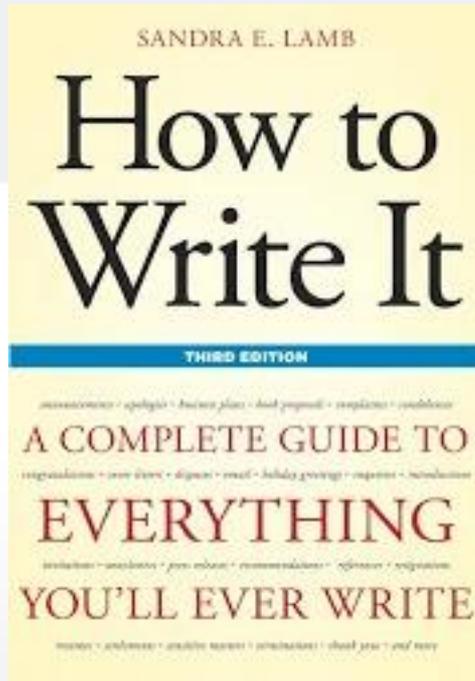


- **Keep it on your desktop**
- **Current contact information – top**
- **Resume summary replaces objective**
- **Reverse-chronological format**
- **Important facts first listing current job responsibilities, utilize bullets**
- **Match your skill set to what they are looking for in a candidate**



- Length – two pages
- Grammatically correct – someone else should proof
- Mechanics – readable font and size
- Remove dated information
- Have references – with permission and keep their contact info. current
- LinkedIn

Resource



A Complete Guide To Everything You'll Ever Write!



**How do
you get
someone
to read
your
resume?**

Jeanine Abubuh
Queens, NY
October 23rd, 2020

Mr. Jason Pansalan
Queens Hospital Center
82-68 164th Street
Jamaica, NY 11432

Dear Mr. Pansalan,

I am a physician assistant student graduating from CUNY York College in February 2021 with a Master of Science in Physician Assistant Studies. I am interested in applying for the physician assistant opening in the Pediatric Emergency Department at Queens Hospital Center.

As you will see in my attached resume, I received training in multiple clinical areas, including pediatric emergency medicine at Queens Hospital Center. I also have pediatric experience from volunteering positions before attending PA school including Cohen Children's Medical Center. I believe I am able to apply my skills, knowledge, effort, dependability and enthusiasm in your department. I enjoyed and greatly appreciated my time in the pediatric emergency department at Queens Hospital Center as it provided a supporting environment for learning and having the opportunity to be a part of your staff will shape me in becoming a proficient physician assistant.

I welcome the opportunity to discuss with you my qualifications and the value I can bring to Queens Hospital Center as a highly dedicated new graduate. If you need to reach me, please contact me at xxx-xxx-xxxx, or at xxxxxxxx@gmail.com.

I appreciate your time and consideration. I look forward to speaking with you soon.

Thank you,
Jeanine Abubuh

Cover Letter

Three distinct functions

1. Get the reader's favorable attention.
2. Clearly and quickly identify the job or position for which you are applying.
3. Compel the reader to read your resume.

Use the details from the job posting to craft your letter.

Goal

- **The goal of the resume cover letter is to get the reader to look at your enclosed resume and then call you to request an interview.**
- **Focus on one or two precise skills the employer needs. Highlight your achievement in those areas with numbers whenever possible. Make your letter brief.**

Components of Cover Letter

- Formatted like a business letter
- Salutation
- Opening paragraph – about the position
- Middle paragraph – your skills (pick two) that are a match for this position
- Closing – Make compelling and make sure they know how to reach you



Let's
talk.

The Interview



Things to Consider

- How will you display your knowledge of systemic big rocks, initiatives, and core values?
- How will you articulate your readiness during the interview with high leverage experiences?
- How will you support teachers and teacher leaders?
- What will set yourself apart from other candidates?



Things to Consider

- Are you familiar with the MD Report Card?
- What processes have you supported regarding student culture?
- How do you engage student families?



Sample Interview Questions

1. Describe your leadership journey and how those experiences have prepared you for the role of an assistant principal.
2. What systems and structures are necessary in order to support student and staff growth?
3. How have you used data to solve a specific problem? Please describe the problem, the data sources you used, and the outcome.
4. How do you differentiate among highly effective, effective, developing and ineffective teachers? Tell me how you conduct an effective teacher observation and provide meaningful actionable feedback.

Scenario

You noticed the school doesn't have a consistent collaborative planning process for the weekly administrative led planning. Teachers normally use the time to discuss "problem" students. The administrative team decided to change collaborative planning to ensure more accountable measures such as a rolling agenda with objectives and identified next steps. The new collaborative planning process was shared with teachers during a staff meeting. Teachers are upset and have begun to complain. There are whispers in the building that teachers plan to contact their union because they believe their planning time is being violated.

How would you approach this situation?

Scenario

Parents are complaining about the lack of communication, not feeling welcomed in the school, and teachers have sent rude emails or appear to be dismissive over the phone. You have recently been approached by your principal that complaints have made their way to the area office. Teachers are upset that student behaviors are getting out of control and believe parents need to do more to address the issue.

You have a staff meeting to address the concern. How will you address the faculty?

Scenario

You have already felt employee morale slipping due to the following challenges – student behaviors have heightened, the requirement to deliver high quality services despite the current challenges, unbalanced parental support, multiple classroom coverages due to lack of substitutes, county & state mandates, extended duty hours, etc.

What will you do to help the staff survive and possibly thrive in this situation?



Let's
talk.

Dispositions

Hiring Gruntled Leaders

Looking Beyond Knowledge and Skills



Michael Chirichello, Ed.D.
Lifelong Learner & Educator
Teacher, Principal, Superintendent, Professor





Use the chatbox and enter a one-word descriptor that defines for you an outstanding leader with whom you have worked during your career.

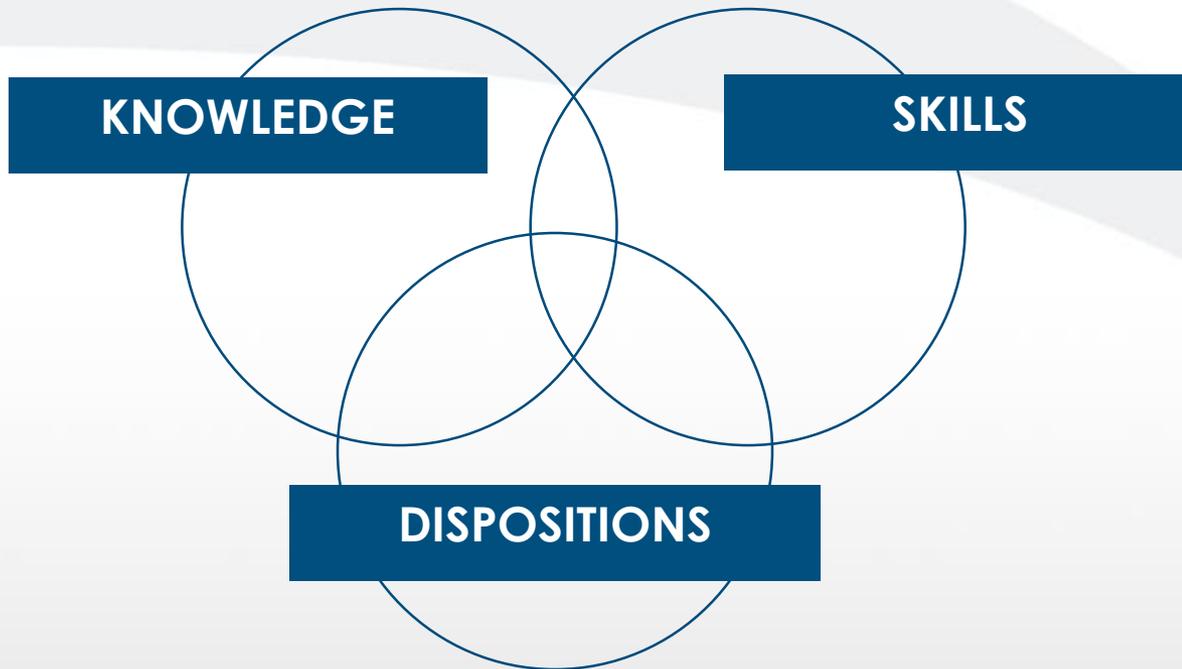




Caring	Warm	Helpful
Fun	Genuine	Enthusiastic
Knowledgeable	Responsible	Sharing
Committed	Energetic	Positive
Friendly	Enjoyable	Lively
Humorous	Interesting	Interactive
Kind	Good	Moral
Enhancing	Protective	Accepting
Stable	Effective	Efficient
Understanding	Embracing	Well-Informed

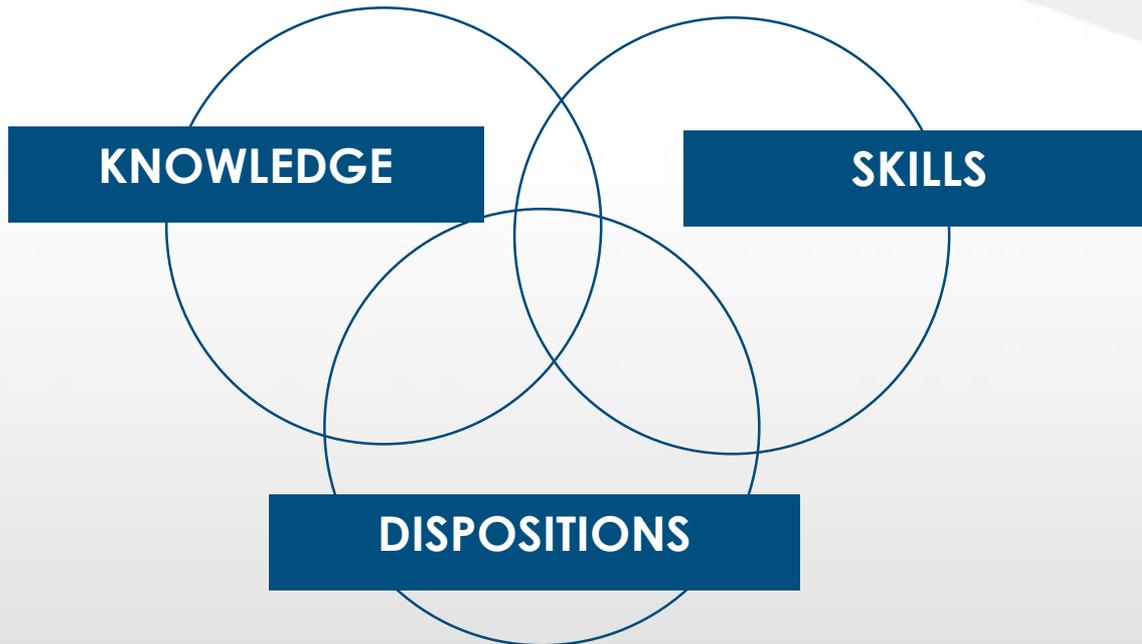


A Framework for Leaders



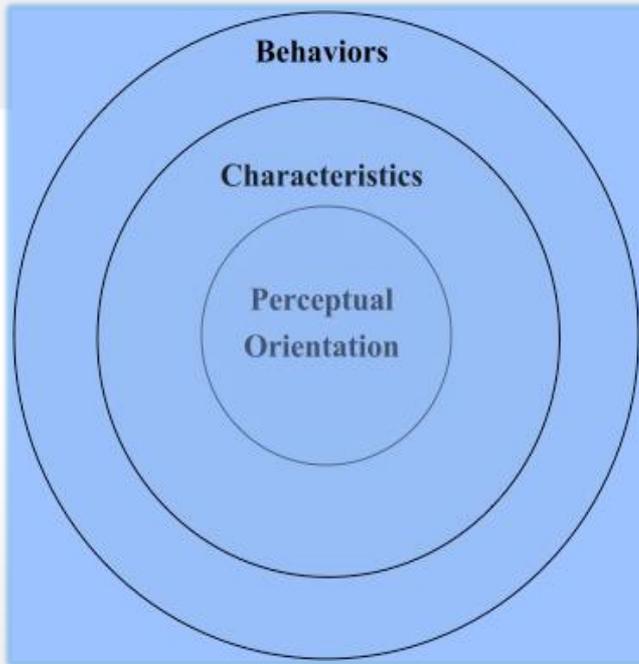
Hiring / Firing

- ❖ Most people are hired for their knowledge and skills.
- ❖ Many people are fired because of their dispositions.



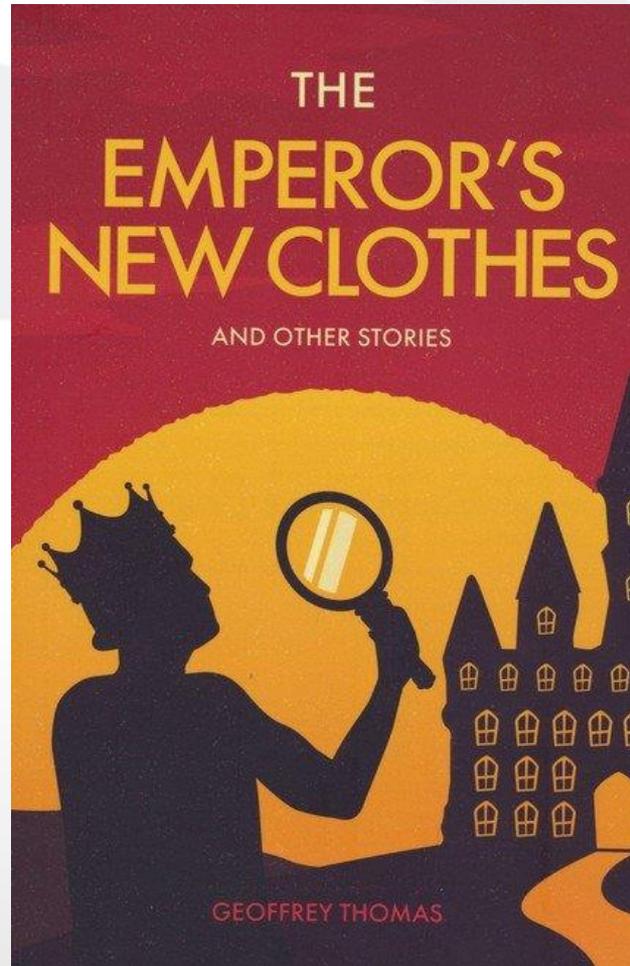
Perceptual Theory

Arthur W. Combs



- Dispositions are a person's core attitudes, values, and beliefs that are reflected in their behaviors.
- Dispositions change slowly.
- My behaviors mirror my dispositions - a backward design.





Finding Your Voice!

**Lead yourself first. Only then
you will get to a place as a
person where you can lead
other people.**



Principles for Principals

- The human elements-*dispositions*- are key for achieving transformational change. Leading is all about establishing and nurturing human relationships.
- The most effective leader is first and foremost an effective person. You improve your effectiveness as a leader by improving yourself as a person.



Interview Questions



- [Describe your perfect day.](#) 
- **Describe your leadership journey and how those experiences have prepared you for the role of an assistant principal.**
- *How would your co-workers describe you?*
- *When have you been most satisfied in your life?*
- *If life works out the best you can imagine, what will you be doing in 5 years?*
- *If we're sitting here a year from now celebrating what a great twelve months it's been for you in this role, what did we achieve together?*
- *What question should we ask you if we wanted to get to know you and your potential to positively influence others?*
- *How do you maintain balance in your life?*
- *Tell me about a project or accomplishment that you consider to be the most significant in your career.*



Reflections



let's talk

Intriguing Ideas

Essential Idea
Actionable
Outcome



Gracie Branch

405-312-4297

gbranch@naesp.org

Michael Chirichello

Michael@leadershipmatters.us

Jessica Grant

Jessica.grant@pgcps.org