

**Manitoba Association of School Superintendents
Field Led Course Application FC 5-18**

The Interlake School Division will be offering the MASS Certificate in School Leadership Field-Led Course from March 2018 – February 2019.

This course provides a cohesive course of study aligned with all five domains of knowledge and skills articulated in the Manitoba Certificate in School Leadership guidelines. The course is designed to serve a broad audience and provides a balanced perspective focused on the theoretical and practical application of knowledge and practice pertaining to school leadership.

This course is structured into ten modules, providing a minimum of 36 hours of contact time and has been approved for three credit hours under the Certificate in School Leadership Guidelines. The course can be applied to a Master of Education program and to the PBDE program. The participant must be registered in a graduate program or in a PBDE program before the course begins for it to be considered for credit. Once accepted into a graduate or PBDE program, some universities require the participant to apply for a Letter of Permission prior to taking the course, as it is considered an external credit.

This course will be completed over a one-year period (March, 2018 – February, 2019). The program will be comprised of ten sessions. The sessions will take place on the second Tuesday of the month (excluding July and August, 2018), from 4:30 pm – 7:30 pm in Stonewall, MB.

The program will accept eight participants, of which 25% (2 participants) of that number will be held for external participants up to November 24th, after which spots may be reassigned to internal candidates. The course fee for external participants is \$250.00.

Application Process:

As this course is part of an open PBDE, Interlake School Division will ensure fair access, to both internal and external candidates. The application package is due on or before November 24th, 2017. Candidates will be notified by posting the information to a central site – the MASS Instructor of Record will do this once the course is approved by MASS to proceed. Application process will be posted on the MASS website.

Application Criteria:

Criteria for determining access will include:

- Minimum 3 years of successful teaching experience
- Evidence of leadership skills, motivation, and collaboration
- Evidence of excellent communication skills

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Application Requirements

Applications will be accepted in resume style. Please include the following information:

- your philosophy of educational leadership;
- why you are interested in entering this program;
- your current professional assignment;
- your teaching/administration experience;
- demonstrated leadership qualities and/or experience in education (i.e. committee work, in-servicing, etc.);
- professional learning completed during the past three years;
- your educational goals for the next five years; and
- three references.

The application package is due on or before November 24th, 2017. Please submit application package to Colleen Cowie, Executive Assistant, by email: ccowie@isd21.mb.ca

For inquiries regarding the Interlake School Division program, please contact:

Tyler Moran
Acting Assistant Superintendent
Email: tmoran@isd21.mb.ca
Phone: 204.467.5100

Additional information about Manitoba's School Leadership Certificate and a course outline for the School Leadership field-led course is available online:

Manitoba Education and Training School Leadership Certificate:
<http://www.edu.gov.mb.ca/k12/profcert/certificates/othercertificates/index.html>

Manitoba Association of School Superintendents Field-Led Course Outline:
<http://mass.mb.ca/wp-content/uploads/2016/07/MASS-Field-Led-Course-submission-5.5.2016.pdf>