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**CENTRAL CUMBERLAND COUNTY
ADMINISTRATOR CONSORTIUM**

Recertification Handbook

Fryeburg (S.A.D. #72)

Gorham

Gray-New Gloucester (S.A.D. #15)

Naples/Bridgton (S.A.D. #61)

Raymond

Westbrook

Windham

Revised October 2004

CENTRAL CUMBERLAND COUNTY ADMINISTRATOR CONSORTIUM

PURPOSE

The Central Cumberland County Administrative Consortium will provide and promote professional development activities and peer support for all practicing administrators in the seven participating administrative districts. The consortium will design and deliver professional growth activities, appoint and train support teams and mentors, process action plans, and make recommendations on renewal of administrator certificates. The primary goal of the consortium is to facilitate continuing professional development across school roles; recertification is an additional outcome of this process.

SCOPE OF THE SUPPORT SYSTEM

The Central Cumberland County Administrative Consortium acts as a support system for administrative recertification and renewal for the districts of Fryeburg (SAD #72), Gorham, Gray-New Gloucester (SAD #15), Naples/Bridgton (SAD #61), Raymond, Westbrook, and Windham. Membership in the consortium must be approved by the Superintendent and a majority secret ballot vote of the school system's administrators. The support system plan provides for the representation of all participating school systems on the steering committee. Every effort will also be made for steering committee members to reflect the range of administrative certificates that will be served by the system.

In addition, collaboration with local universities for resource assistance and expertise may be sought as needed through the Professional Development Center and faculty members.

DESIGN OF THE SUPPORT SYSTEM

Role and Purpose

1. To design, promote, and deliver professional development activities for school administrators in the following roles; superintendent of schools, assistant superintendent of schools, principal, assistant principal, teaching principal, director of special education, assistant special education director, director of secondary vocational education, assistant director of secondary vocational education, director of adult and community education, assistant director of adult and community education, and curriculum coordinator/instructional supervisor, and other staff members who require an administrative certificate to maintain their position, or are required to hold an administrative certificate as part of their job description.
2. To implement a system to guide all persons who are candidates for administrator recertification or renewal within the seven member districts.
3. To review and approve Administrator Action Plans (AAPs).
4. To disseminate resources to appropriate applicants.

5. To coordinate the delivery of services to applicants for recertification and renewal.
6. To plan staff development activities for administrators within the consortium.
7. To make recommendations to the Commissioner regarding recertification of renewal status.
8. To evaluate the effectiveness of the support system and send reports to individual Superintendents on an annual basis.

A simple majority of the steering committee will constitute a quorum. A two-thirds vote will be required for all policy decisions and decisions regarding the approval of all Administrator Action Plans (AAPs). Similarly, a two-thirds vote will be required for a positive recommendation for renewal or recertification.

STEERING COMMITTEE ROLES AND RESPONSIBILITIES

Chairperson's Responsibilities

Each September, the Steering Committee will elect a chair who will serve for one year. The chair will:

- work with a certification coordinator to schedule meetings
- facilitate planning and discussion of administrator training and development needs associated with recertification
- serve as the liaison to the districts involved in the consortium

Budget

- assist with the development of an annual budget
- receive and disburse all monies for the Steering Committee
- pay all bills at the request of the Steering Committee
- provide annual financial report to Steering Committee

Certification Coordinator Responsibilities

A coordinator will be hired on a part time basis to facilitate planning, communication, record keeping, and budget responsibilities. The certification coordinator will be responsible for:

Planning

- attend all Steering Committee meetings
- assist with agendas for meetings
- notify Steering Committee members of scheduled meetings
- assist with the orientation of candidates and support teams/mentors
- assist with staff development for administrators
- arrange details of conferences, institutes, seminars, and other training events

Communicating

- act as secretary to the Steering Committee
- distribute agendas and minutes of meetings
- update administrators of issues and activities relating to administrator recertification
- notify all recertification candidates of meetings and responsibilities
- develop and distribute appropriate forms with the Steering Committee

Recordkeeping

- maintain records of agendas, conferences, evaluations, staff development activities, and minutes of meetings
- keep a file of recommendations for recertification or renewal of certificates
- maintain records of receipts and disbursements

INDIVIDUAL STEERING COMMITTEE MEMBER'S RESPONSIBILITIES

Planning

- attend all Steering Committee meetings on a regular basis
- coordinate referrals of mentors or support team members to candidates
- assist with the orientation of candidates and support teams/mentors

- participate in any evaluations of the Administrative Support System to ensure efficient and effective work of the system

Decision making

- participate in all policy decisions relating to administrator recertification and the development of procedures
- participate in the review process for recertification candidates
- participate in annual evaluations of the support system, and help make adjustments in the system

Communication

- communicate with other administrators, teachers, and school board members in their local school administrative unit about work of the Administrator Certification Support System
- communicate to the Steering Committee any issues, needs, or concerns relating to administrator recertification or professional development needs in the local administrative unit

STEERING COMMITTEE PROCEDURES

The Steering Committee will meet monthly to plan activities relating to administrator recertification and professional development. It will work as a total group except where subcommittees are required.

The Committee will engage in orientation and training activities for candidates and mentors/support teams. They will review action plans at initial and completion stages, and will approve any interim adjustments to the plan.

At least two years prior to the renewal of a certificate the candidate will request, using the correct forms, a support team or a mentor. The Steering Committee will approve or disapprove the request at a regularly scheduled meeting.

The Steering Committee will keep an updated electronic database on each candidate's status and necessary recertification information. The active AAP will be kept on file. The AAP will be kept on file for the life of the plan. It is the candidate's responsibility to maintain their own documents.

If a candidate is not satisfied with the actions of the Steering Committee, he/she may appeal the actions to the Commissioner.

ORIENTATION FOR ADMINISTRATOR APPLICANTS

Each September the Steering Committee will ask for a tally of administrators, certificates held, expiration dates, and certificates sought. A fall orientation meeting will be held each year. All members of the Consortium will be invited to attend. The orientation will cover the self assessment, the action plan format, timeline for completion, the use of mentor/support team, and the review and approval process.

SUPPORT TEAMS/MENTORS

Each candidate will choose a mentor/support team to be approved by the Steering Committee.

RESPONSIBILITIES OF SUPPORT TEAM/MENTORS

The following outline the duties and responsibilities of support team members and/or mentors:

- to assist the candidate with the assessment of strengths and needs using the state competencies, portfolio review, self-assessment, or other assessment methods
- to assist the candidate with the development of an Administrator Action Plan (AAP) using a common format; including development of goals, objectives, and activities in the AAP insuring rigor and completion
- to provide guidance in the development, implementation, and completion of the AAP
- to communicate and collaborate regularly with the candidate

DUTIES AND RESPONSIBILITIES OF THE CANDIDATE

The following outline the duties and responsibilities of the candidates:

- request initiation of the process leading to recertification or renewal application
- utilize self-assessment data regarding each of the state competencies in developing their AAP
- candidates will contact the Steering Committee chairperson or district representative at least two weeks before the regularly scheduled meeting in order to have their name placed on the agenda to present AAP or completed portfolio
- present a completed AAP to the Steering Committee for approval prior to implementation

- present a portfolio upon completion to the Steering Committee which includes needs assessment, working context, mentor application and approval forms, approved AAP, narrative new learning and documentation of activities
- initiate the appeals process with Maine Department of Education when necessary

DEVELOPING ADMINISTRATOR ACTION PLANS

As a collective body, we acknowledge and reinforce the need for reflection and self assessment as an integral part of professional development. Within the context of learning, there are numerous resources available to connect where you are currently to your ‘new path of learning.’

The action plan will be developed collaboratively by the candidate and the support team or mentor. It will be guided by a self-assessment, other assessments, portfolio, state competencies, and criteria for action plan development.

Recommendations for recertification or renewal will be made in the format requested by Maine Department of Education and will be signed by the chairperson of the Steering Committee.

APPEALS PROCESS

Candidates who are dissatisfied with the action of the Steering Committee must follow the appeals process as defined in Chapter 119 of 20-A MRSA Chapter 502.

**CERTIFICATION PROCESS FOR RENEWAL
TIMELINE**

The Steering Committee recommends that candidates begin the process at least 30 months prior to recertification but must be at least two years prior to expiration date

Recertification applicant contacts Steering Committee representative to begin process

Applicant contacts individual(s) to formulate support team or choose mentor

Support team or mentor is approved by the Steering Committee

Support Team/mentor works with applicant to complete needs assessment and determine focus of action plan

Applicant and support team develop an Administrator Action Plan (AAP)

Applicant will present AAP to Committee for approval

On-going

Support Team/mentor works with applicant to complete action plan

Documentation of completed plan is presented by the candidate to the Steering Committee

**CENTRAL CUMBERLAND COUNTY ADMINSTRATOR CONSORTIUM
CRITERIA FOR ACTION PLAN REVIEW**

Action Plan Criteria

1. The action plan must follow the established format.
 - goals must be tied into one or more of the state competency areas and be a broad statement of what the candidate expects to learn
 - objectives are a measurable subset of the goal
 - activities are specific tasks that will be completed to achieve objectives.
2. The action plan should be presented in a professional and organized manner.
3. The action plan must extend beyond the parameters of a candidate's local experience, job experience, and indicate areas of new learning.

CENTRAL CUMBERLAND COUNTY ADMINISTRATOR CONSORTIUM
APPLICATION FOR ADMINISTRATOR SUPPORT TEAM OR MENTOR

Name: _____

School: _____

Position: _____

Telephone Number (School): _____ (Home): _____

Current Certification: _____

Date of Expiration: _____

I wish to start the process by: _____

Signature: _____

**AGREEMENT OF SUPPORT TEAM/MENTOR AND CANDIDATE FOR
RECERTIFICATION**

We the undersigned, having been properly selected and instructed in our duties, agree to serve as a support team/mentor for (name) _____ for a period of _____ year(s).

These duties will begin on _____

Signature of Support Team/Mentor

_____	Date: _____
_____	Date: _____
_____	Date: _____

I, _____ a candidate for _____
certificate, accept the above named support team/mentor.

Date: _____ Signature: _____

CENTRAL CUMBERLAND COUNTY ADMINISTRATOR CONSORTIUM

Candidate: _____ Support Team/Mentor: _____

RECORD OF SUPPORT TEAM/MENTOR ACTIVITIES

Please fill in the following information at the end of each meeting and maintain as part of the candidate's portfolio.

Action Taken: _____

Date: _____ From: _____ To: _____
Purpose: _____

Action Taken: _____

Date: _____ From: _____ To: _____
Purpose: _____

Action Taken: _____

Date: _____ From: _____ To: _____
Purpose: _____

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Action Taken: _____

Date: _____ From: _____ To: _____
Purpose: _____

Central Cumberland County Administrator Consortium Recertification Checklist

<p>Name: _____ S.S. # _____ School District: _____ Position: _____ Address: _____ Telephone: Work: _____ Home: _____ Renewal Certificate Sought: _____ Expiration date of present certificate: _____ Mentor: _____ Date approved: _____</p>	<p>Required Forms for Portfolio Presentation</p> <p>Signed Recertification Checklist</p> <p>Required forms for AAP Presentation</p> <p>Record of Support Team Activities (optional)</p> <p>Narrative of New Learning</p> <p>Portfolio</p>
<p>Required Forms for AAP Presentation</p> <p>Application for Administrator Support Team or Mentor</p> <p>Needs Assessment</p> <p>Working Context</p> <p>Administrator Action Plan</p>	<p>Completion date: _____</p> <p>Candidate signature _____</p> <p>Mentor signature: _____</p> <p>Steering Committee Action:</p> <p>_____ Approved – recommend for certification renewal</p> <p>_____ Approved with modification</p> <p>_____ Not approved/returned for revisions</p>
<p>Initial Submission date: _____</p> <p>Candidate Signature: _____</p> <p>Mentor Signature: _____</p> <p>Steering Committee Action:</p> <p>_____ Approved</p> <p>_____ Approved with modification</p> <p>_____ Not approved/returned for revisions</p>	

Signature Steering Committee Chairperson

Date:

* Please use the back of this sheet for any additional comments.

Central Cumberland County Administrator Consortium

The Administrator's Working Context

Describe your present position and state the purpose for this action plan. Consider your responsibilities relative to building(s), staff, programs, student, and the community.

As you reflect on your own "working context," please feel free to note specific activities that you've been engaged in since the last time you presented a recertification plan (if applicable) and how you've implemented and applied new learning within your practice.

Limit your remarks to this page and highlight those areas that will set the stage for your personal development plan.

Central Cumberland County Administrator Consortium

Needs Assessment

Provide an overview of the needs assessment process you used to arrive at your plan. Indicate who was involved in that process and what information was considered (e.g. performance appraisal, self-assessment, reflective interviews, competency lists, literature review and so on.) Connections to the Interstate School Leaders Licensure Consortium (ISLLC) Standards are encouraged.

Select a limited number of needs (2-4) that you can address through study or improvement activities over the next 19 months to three years. Note that depth rather than breadth of improvement is encouraged. If there are competencies or knowledge areas required by law that you must address to be recertified/renewed, these are your priorities for development.

Based on the needs assessment which was done in conjunction with my support team or mentor and the professional skills necessary for my certification the following knowledge areas are addressed in my Administrator Action Plan.

<input type="checkbox"/>	Community Relations	<input type="checkbox"/>	School Finance/Budget
<input type="checkbox"/>	Supervision and Evaluation	<input type="checkbox"/>	Curriculum Development
<input type="checkbox"/>	Organizational Theory and Planning	<input type="checkbox"/>	Educational Leadership
<input type="checkbox"/>	Educational Philosophy and Theory	<input type="checkbox"/>	Effective Instruction
<input type="checkbox"/>	Staff Development	<input type="checkbox"/>	Teacher of the Learner and the Learning Process
<input type="checkbox"/>	Federal and State Civil Rights and Educational Laws		

ADMINISTRATOR ACTION PLAN SHEET
Central Cumberland County Administrator Consortium

Goal – (what you hope to learn):

Objectives	Activities	Est. Hrs.	Documentation

Candidate's Signature: _____

Date: _____

Mentor's Signature: _____

Date: _____

Central Cumberland County Administrator Consortium

Narrative of New Learning

As noted throughout your experience with this Administrative Action Plan, the emphasis has been placed upon a “new path of learning” and continuous growth. In presenting your work to this committee, the highlights to be noted upon the completion of this Administrative Action Plan will be a reflection on your new learning and the application of this in your professional life.

Please take some time to reflect through this narrative the key points of your new learning, as well as an outline of how you’ve applied that new learning within your professional setting.