

## ASSISTANT PRINCIPAL PREPARATION PROGRAM (A3P) 2009-2010 APPLICATION PROCESS

- **Program:** The Assistant Principal Preparation Program (A3P) provides a comprehensive competency based preparatory program for aspiring assistant principals. The program includes a Leadership Assessment, professional development sessions addressing instructional, operational and urban school leadership, an Action Learning project, Job Shadowing experiences with high performing assistant principals, required readings, a reflective journal and submission of a portfolio. **Participants will be required to attend a mandatory meeting on June 9, 2009. There will be additional meetings scheduled throughout the year.**
- **Required Experience:** Candidates must successfully complete three (3) years or more as a teacher. In addition, candidates must have received successful annual evaluations during the last three years in order to be interviewed.
- **Procedures:** Qualified applicants must submit a complete packet including the required documentation specified on the attached cover sheet no later than 2:00 P.M. on Friday, April 17, 2009:

Mr. Jorge E. Rubio, Executive Director  
Office of Human Resources  
1500 Biscayne Boulevard, Suite 144  
Miami, Florida 33132

- **Interviews:** All qualified applicants will be notified by the Office of Human Resources of the interview date by Friday May 1<sup>st</sup>, 2009 via email. At this time, Applicants will receive information from this Office regarding the specific date/time reserved for their initial interview. **Please do not call the office for this information.**
- **Additional Information:** If you need additional information regarding the A3P program, please contact Mr. Jorge E. Rubio, Executive Director, Office of Human Resources at 305-995-7457.

**PLEASE POST THIS INFORMATION  
IN A VISIBLE LOCATION  
ON YOUR CAMPUS**



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
Office of Human Resources

ASSISTANT PRINCIPAL PREPARATION PROGRAM (A3P)  
2009-2010 APPLICATION FORM

NAME: \_\_\_\_\_

WORK LOCATION NAME and #: \_\_\_\_\_

AREAS OF CERTIFICATION: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ REGION: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Please attach the following documents:**

1. 2009-2010 Assistant Principal Preparation Program Application Form
2. Current résumé
3. Copies of annual evaluations issued for the last three years with evaluation ratings of at least "Meets Standards"
4. Two current letters of recommendation – **one must be from current Principal/ Supervisor**
5. Copy of the following personnel screens:
  - a. 010 screen showing certification/s to include Educational Leadership
  - b. 011 screen showing Master's Degree
  - c. 101 screen showing three complete years of instructional experience at a school site

**Incomplete application packets will NOT be processed and/or considered**

**Please submit this Application Form and all required documentation to:**

Mr. Jorge E. Rubio, Executive Director  
Office of Human Resources  
1500 Biscayne Boulevard, Suite 144  
Miami, Florida 33132