

**NATCHEZ-ADAMS
SCHOOL DISTRICT
ADMINISTRATOR
DEVELOPMENT PROGRAM**



**FALL 2017
(October 16-20)
APPLICATION PACKET**

APPLICATION PACKET CHECKLIST



- Completed Application
- Typed Response Sheet
- Sealed Letter of Recommendation
- Essay- Topic: Why I think I would make an effective school administrator? (500 words)
- Transcript/Proof of Admission in a Certification Program

NOTE: ALL information must be included at the time of submission of your application. **NO EXCEPTIONS.**

Natchez-Adams School District

APPLICATION FOR ADMINISTRATOR DEVELOPMENT PROGRAM

FALL 2017

Due by 4pm Friday, October 20, 2017

Date of Application	Employee Name and ID Number
Address Street and Number/P.O. Box	City/State/Zip Code
Home Phone	Work Phone
School Site	Current Assignment

EDUCATION/TRAINING

College/University	Dates Attended From/To	Degree/Date Degree Earned	Major	GPA

CERTIFICATION

Type of Certification (Attach copy)	
Type	Certificate Number
Areas of Certification	
1.	3.
2.	4.

As an attachment, please respond to the following items. Your responses will be reviewed by the selection committee and site administrator of the host school. Responses should be typed, with the item addressed listed first, then your response to follow in paragraph form.

- A. Express your vision of yourself in the role of a school administrator.**

- B. What commitments will you make to be admitted to the program and if admitted what commitments will you make to serve as an administrator in the Natchez-Adams School District.**

- C. What personality trait do you feel will be your most effective administrative tool? Tell why.**

- D. In which areas do you feel least confident in administrative knowledge and ability?**

- E. Discuss your views on the role of the administrator in dealing with each of the following items:**
 - 1. Students**
 - 2. Parents**
 - 3. School Staff**
 - 4. Supervisory Staff**
 - 5. The Instructional Program**
 - 6. Student Discipline**
 - 7. School Image and School Pride**

Recommendation by Site Administrator

All administrator development candidates must receive positive recommendation to participate in this program. Please have your administrator attach a letter of recommendation as a separate, sealed, confidential document.

The information provided in this application is truthful and reflects my own beliefs and philosophy.

Signature of Applicant

Date