

**PRELIMINARY MEMORANDA OF AGREEMENT  
PRINCIPAL SELECTION PROCESS**

*This agreement is between the Union College Department of Education Leadership Program and the School District Superintendent which shows that a collaborative relationship exists with these two entities for the purpose of selecting the most qualified candidates for the Next Generation of School and District Leaders.*

**Agreement**

**I. Term of Agreement**

- A. Effective date: The date the Union College Dean of Education obtains all required signatures that signify a dynamic and documented district college partnership.
- B. Expiration date: This contract will continue indefinitely or when one or both parties decide to withdraw from the agreement.

**II. Expectations**

The two parties will work collaboratively as partners to complete the following activities:

- A. Create a shared vision and program design that meets the needs of the district.
- B. Conduct high quality field experiences.
- C. Identify the needs of the district from student achievement data.
- D. Establish and implement criteria and processes for screening and selecting promising candidates who demonstrate expertise in curriculum and instruction and have a track record of raising student achievement and have experiences in leadership from their work.
- E. Adopt highly selective standards for the selection of principal candidates where the Aspiring Principal Candidate will present the requirements, outlined in a well organized portfolio, to the reviewing committee in the following order with documentation as needed in each area:
  - 1. Provide a resume showing education, background, work experience and a section devoted entirely to Accomplishments.
  - 2. Three years of teaching experience.
  - 3. Completion of master's program, preferably the Teacher Leader Masters Program or other criteria approved by the Dean of the College of Education.
  - 4. Successfully complete the PRAXIS, NTE, or Graduate Record Exam.
  - 5. Documented evidence to improve student achievement.
  - 6. Evidence of knowledge about curriculum, instruction and assessment.
  - 7. Evidence of leadership and management potential that includes the most recent accomplishments in the area of education leadership.
  - 8. Letters of recommendation from the applicant's principal or supervisor.
  - 9. Completed copy of the most recent performance review including the professional development component.
  - 10. A personal statement of career goals, educational platform and how the preparation program would assist the principal candidate in reaching stated goals.
  - 11. A letter of support from the superintendent pledging support for the principal candidate during the program.
  - 12. The prospective candidate must pass an interview conducted by the Program Admission Committee that includes both P-12 instructional leaders and higher education faculty members.

**III. Contracting Parties**

The undersigned contracting parties do hereby certify that:

- The expectations specified above are necessary and essential in the Preparation and Support for the Next Generation of Kentucky's School and District Leaders.
- It serves to meet the requirements set forth in the Continuum for Principal Preparation and Development approved on May 19, 2008 by Kentucky Professional Standards Board.

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School District \_\_\_\_\_ Date \_\_\_\_\_

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Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_\_

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Dean of Education \_\_\_\_\_ Date \_\_\_\_\_