



Center for Transformational Educational Leadership

The Alliance for Catholic Education at the University of Notre Dame





**The Center for Transformational
Educational Leadership**
at
The University of Notre Dame

Application Guide

Please use the following application guide and checklist prior to submitting an application. It is **strongly suggested** that you gather all the necessary information and write out your responses to the short answer questions using this guide prior to submitting your application.

Please submit all information via the application page:

<https://ctel.nd.edu/apply>

- Step 1:** Gather Application Information and Prepare Short Answer Questions Offline
- Step 2:** Applicant submits his/her application
- Step 3:** Selected Applicants Invited for Video Conference Interviews and School Visits
- Step 4:** Decision Notification
- Step 5:** Welcome and Orientation Meeting

Please direct questions to godonne2@nd.edu.

STEP 1: Gather Information

Read over this application guide and collect the necessary information.

There are five parts to the application, which help our team get to know you and your school better through this process. These questions are outlined below so that you may collect any necessary information ahead of time and have it on hand when completing the online application.

Part 1: Personal Information

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Personal Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Birthdate	<input type="text"/>
Contact e-mail	<input type="text"/>
Contact Phone (###-###-####)	<input type="text"/>

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Are you Hispanic or Latino?

Yes

No

Race/Ethnicity

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Part 2: Educational and Professional Information

Please upload your resume/curriculum vitae:

Drop files or click here to upload

Employment History

What is your current position at your school?

How many years have you held this position?

How many years have you worked at your school?

How many years have you worked in education?

What other professional development programs have you completed? (*Accelerate Institute, the Big Shoulders Leadership Development Program, e.g.*)

Please identify any professional licenses and certifications that you currently hold.

Part 3: School Information

(Arch)Diocese	<input type="text"/>
School Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Telephone Number (###-###-####)	<input type="text"/>
Fax Number (###-###-####)	<input type="text"/>
Website	<input type="text"/>

Grade Levels Offered

K3	K4	K5	1	2	3	4	5	6	7	8	9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Enrollment Information

Please provide the total current demographic enrollment numbers for students at your school.

American Indian/Native Alaskan	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>
Black, Non-Hispanic	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>
Native Hawaiian/Pacific Islander	<input type="text" value="0"/>
White, Non-Hispanic	<input type="text" value="0"/>
Two or more races	<input type="text" value="0"/>
Total	<input type="text" value="0"/>

Gender Served

What percentage of students receive free and reduced lunch?

For Preparation Only – Submit All Information
Online

Part 4: Educational Vision

Essay 1:

In 700 words or less, explain your vision for your school. Outline your strategic plan for achieving this vision, and identify the issues that need to be overcome to achieve this goal.

Essay 2:

In the Center for Transformational Educational Leadership, we seek to develop traits that are essential for high-performing Catholic school leaders. These include but are not limited to the following seven traits:

Zeal

A leader with zeal exudes the flame of burning desire to make God known, loved, and served. They embrace Christ's call to shameless audacity in bringing the hope and joy of the Gospel to the school community and do whatever it takes to support the mission of the school. They are grateful for the gifts entrusted to them as educators, and inspire a spirit of joy and gratitude in all whom they encounter.

Relentless Curiosity

A leader with relentless curiosity possesses a growth mindset for both self and others and believes that education is a lifelong process that brings us closer to God. They constantly seek to improve themselves professionally, personally, and spiritually, and cultivate an atmosphere of continuous learning to foster that same growth in others. These leaders perceive the world with an asset lens, acknowledging God's presence in situations and people. They view problems as challenges to be solved and demonstrate flexibility and adaptability in the pursuit of knowledge and in their practice.

Hunger

A leader with hunger is driven by a deep desire for excellence. They do whatever it takes to ensure the highest levels of performance among students and adults. These leaders care deeply for children's social, emotional, and spiritual welfare without lowering standards or making excuses. They recognize that effort trumps ability, and possess an insatiable drive to continually provide the highest quality education for all children. They are warm demanders who view their vocation as fanning the flames of God's gifts in every child they serve.

Vision

A leader with vision consistently and effectively communicates a compelling vision of education as forming students to be more Christ-like. They insist on college and heaven as goals for every child. Imagines better tomorrow and roadmap to get there. They inspire and gain the commitment of others towards root beliefs, shared purpose, values, and dispositions to drive school and student success.

Purpose

A leader with purpose carefully establishes and aligns all operating norms with root beliefs and values, so that the resulting school culture is purposeful and never incidental. They utilize data and proven best practices to inform leadership decisions, navigating change thoughtfully by influencing thoughts, feelings, and the environment. Intentional leaders optimize time to achieve results and conduct themselves professionally at all times.

Courage

A leader with courage maintains steadfast optimism, even in the face of seemingly insurmountable odds. They take initiative, going above and beyond typical expectations and making necessary sacrifices to achieve exceptional results. They are a catalyst for needed change, and refuse to do things a certain way "because that's the way we've always done it." Courageous leaders admit to and correct their mistakes and are not afraid to make difficult decisions or have tough conversations.

Humility

Leaders are grateful for the gifts entrusted to them as educators, and inspire a spirit of gratitude in all whom they encounter. These leaders are humble in the sense that C.S. Lewis suggested we seek humility - in other words, they do not think less of themselves; rather, they think of themselves less. **These leaders perceive the world with an asset lens, acknowledging God's presence in situations and people.** They are coachable and aware of their own limitations. They take responsibility for behaviors, mistakes, and results. **They demonstrate flexibility and adaptability in all situations. They adjust their plans when change occurs unexpectedly and demonstrate flexibility and adaptability.** They recognize that we are called to greatness together and therefore ask for help and lean on others in their work. They embody a servant's heart, recognizing that true Christian leadership starts with discipleship.

Of these seven traits, which do you feel you exercise most in your daily work as principal? What is one in which you feel you could most grow? Please respond in 700 words or less and cite specific examples to support your answer.

Part 5: Commitment Acknowledgement

At Notre Dame, we are committed to deep investment in you and your leadership. We will commit a great deal of time, personnel, and resources to help you reach new levels of leadership within your school. We need to ensure you are committed in terms of time, calendar, and focus. By checking below, I acknowledge that I have read and commit to the following terms of the Center for Transformational Educational Leadership:

- Attend and fully engage in the one-week long Summer Institute on campus at the University of Notre Dame for two consecutive summers. *(Summer 2016 dates are Sunday evening, June 26th through Friday afternoon, July 1st, 2016)*
- Attend and fully engage in a weekend mid-year retreat facilitated by the faculty and staff of the Center for Transformational Educational Leadership at the University Notre Dame.
- Attend and fully engage in three visits to high-performing schools across the country throughout the school year. *(One will be coordinated in conjunction with the mid-year retreat)*
- Participate in the online community with other fellows in the Center for Transformational Educational Leadership.
- Participate in weekly, individual coaching with an assigned executive coach throughout the duration of the program.
- Complete all assigned surveys and evaluations to help measure impact and improve the program.

Please upload a high quality, professional headshot of yourself:

By uploading my photo, I authorize the Alliance for Catholic Education to use my photo for inclusion in the program directory and for other purposes of program advancement, including print and online advertisements.

STEP 2: Submit Application

Once you have gathered the necessary information to complete the online application, please visit the website at <https://ace.nd.edu/ctel/apply> to submit your application information. After all applications have been reviewed, our team will be in touch with information regarding next steps in the application process.