

# **Nomination and Application Information**



**2023  
Leadership Academy One**

# MASSACHUSETTS ASSOCIATION OF VOCATIONAL ADMINISTRATORS

## A Brief Description of the 2023 MAVA Leadership Academy One

The information below is provided so that school districts and potential Leadership Academy candidates will have a full understanding of the Leadership Academy and how it functions.

**Organization:** This program has been developed under the auspices of the MAVA Board of Directors and the MAVA Professional Development Advisory Committee. The Massachusetts Association of Vocational Administrators and participating school districts provide funding for the program. Kathleen Conole will serve as the coordinator of the 2023 Leadership Academy.

**Eligibility:** This training is designed for educators currently employed in our vocational-technical schools and our associated schools with Chapter 74 programs who aspire to be administrators and/or school leaders, who are committed to professional growth, and have been nominated by their superintendent or director. Newly appointed middle managers who have not previously attended a Leadership Academy are also eligible. Directors of vocational-technical programs housed in local high schools are encouraged to nominate candidates as well as all regional technical and agricultural schools. **Schools with specific needs may nominate two candidates, but one candidate must be designated as primary. Admission of the second candidate will be considered, space permitting, after all primary candidates have been acted upon.**

**Selection Process:** The Leadership Academy Coordinator screens the nominations and recommends candidates to the MAVA Professional Development Advisory Committee.

**Schedule:** The Leadership Academy schedule includes ten (10) full day training sessions. The first day of each two-day session will include an after-dinner session in the evening. Dates of Academy sessions are scheduled for January, April, June (after the close of school and tied into the Summer Professional Development Conference – subject to change), early October, and early November. Five (5) evening sessions are also required between each two-day session. A schedule of 2023 Leadership Academy dates is included in this packet.

Time Expectations: **1<sup>st</sup> Day** 8 AM-4 PM and 6 PM-9 PM      **2<sup>nd</sup> Day** 8 AM-5 PM

**Costs:** The fee per participant is \$2,750 for MAVA member schools and \$3,750 for non-MAVA member schools. This amount is paid by the sponsoring school district. Each sponsoring school district will be invoiced directly by MAVA. The fee and other supplemental funds will cover all training, facility and A/V charges, lunch, AM and PM breaks, and dinner on first day of each two-day training, and AM and PM breaks and lunch on the second day.

The candidate is responsible for making hotel reservations.

Costs for lodging and transportation may be eligible for reimbursement to the participant from the respective school district. Participants should check with their school administration for school policies regarding professional development leave and reimbursement for expenses.

**Expected Number of Participants:** One qualified candidate from each school will be accepted. A second candidate from each school may also be accepted on a space available basis.

**Location of Training:** Hilton Garden Inn Devens Common, 59 Andrews Parkway, Devens, MA 0134 will be the site of most Academy sessions. Each candidate will be responsible for making his or her own hotel reservations in advance for each session.

**Professional Credit:** Participants who successfully complete the program may earn between 300 – 500 PDP's awarded by each participant's school district. Certification for the PDP hours will be provided by the academy coordinator. Fitchburg State University (FSU) awards up to six graduate credits for participants who pay a registration charge. Work expectations for all participants are the same whether earning PDP's or university credits.

**Materials Needed:** Participants must have access to local school policies, the school budget, the school improvement plan and other school publications deemed useful to an administrator. Each participant will also be required to select an administrator from his/her school who will serve as a mentor for the duration of the Leadership Academy. Participants and mentors must have an e-mail account and must be able to communicate electronically.

### **SCHEDULE OF DATES FOR 2023 MAVA LEADERSHIP ACADEMY ONE**

Tuesday, January 24, 2023  
Wednesday, January 25, 2023

Wednesday, April 12, 2023  
Thursday, April 13, 2023

Tuesday, June 27, 2023  
Wednesday June 28, 2023

Wednesday, October 4, 2023  
Thursday, October 5, 2023

Wednesday November 8, 2023  
Thursday, November 9, 2023

# MASSACHUSETTS ASSOCIATION OF VOCATIONAL ADMINISTRATORS

## 2023 LEADERSHIP ACADEMY ONE

### APPLICATION PROCESS

In mid-October 2022, all forms will be posted on the MAVA website: [www.MAVA.us](http://www.MAVA.us). All elements of the application package must be received by the deadlines specified on the forms.

The following must be submitted:

- Nomination Form** completed by the nominee's superintendent-director, or a designee familiar with the candidate
- Current Resume** provided by the candidate
- Application Form** provided by the candidate
- Candidate Response Form** provided by the candidate

#### **Note:**

- Seats are limited and prompt applications are encouraged.
- Applications will be considered and acted upon in the order they are received.
- Late applications may be considered, but admission is not guaranteed.
- Incomplete applications will not be considered.
- We will follow all health protocols which may be required

#### **Contact information:**

Kathleen Conole  
MAVA Leadership Academy Coordinator  
4 Chamberlain Road  
Westford, MA 01886  
E-Mail: [KathyConole@MAVA.us](mailto:KathyConole@MAVA.us)  
Cell: 978-846-2775

## **About the Forms**

Forms to nominate candidates, apply for acceptance, and to accept a nomination will be posted online.

The process begins with a nomination by the school:

### Nomination Form

On this form, the Superintendent or designee will be asked to answer questions such as these:

- How long and in what capacity have you known the applicant?
- What do you consider to be the applicant's talents or strengths?
- What are the applicant's needs for skills development as a potential administrator?
- How has the applicant demonstrated leadership potential?
- In what area has the applicant made the greatest contribution to his/her school?

### Application Form

On this form, the candidate will be asked to write about themselves:

- Briefly describe your professional goals for the next five years and explain how you believe the Leadership Academy would help you to achieve these goals.
- Describe specific professional development activities that you have completed or that you are currently involved in that provide evidence of your commitment to professional growth.
- Describe how you have been able to exercise leadership in your current and/or previous job responsibilities.

The candidate also will be asked to attach a resume.

## Candidate Response Form

On this form, the candidate will be asked to accept or decline the nomination.

In addition, the candidate will be asked to make a commitment to the Leadership Academy.

Each candidate must agree to the conditions itemized below:

### **Accepted Participant's Responsibilities**

**I agree to:**

1. **Attend** and participate actively in **all** Leadership Academy sessions.
2. Complete, as directed, all assigned readings, reflections, and individual and team assignments.
3. Participate regularly in an electronic communication network with other Academy participants and with the Academy coordinator.
4. Meet regularly (preferably weekly) with a veteran administrator who will serve as a mentor.
5. Keep and be willing to share a written and/or electronic journal of responses, curiosities and questions that arise out of discussing, reading and work experience and sessions with the mentor.
6. Write reflections documenting the evolution of my thinking about vocational technical leadership and demonstrating my willingness to continuously examine assumptions, beliefs and practices.
7. Maintain a three-ring binder of all course materials, assignments and essential resources, i.e., school improvement plan, student handbook, faculty handbook, and collective bargaining agreement.
8. Develop and present an individual Professional Development Plan that meets all the requirements for licensure as a vocational technical school administrator.
9. Develop a comprehensive Practicum Proposal including a rationale, objectives, timeline, budget, and evaluation plan.
10. Provide evidence of skill and continuous improvement in technological applications.
11. Prepare entries to be included in a Professional Portfolio that will contain evidence of attainment of the Professional Standards for Vocational Technical Administrators.
12. Complete an evaluation at the end of each session that provides input, reaction and suggestions for improvement of the Leadership Academy experience.

## Billing and Payment Information

For MAVA member schools, the fee for each candidate is \$2,750. For schools that are not MAVA members, the fee for each candidate is \$3,750.

Your school district will receive an invoice directly from MAVA.

Please do not send purchase orders, payment, or payment information to the Leadership Academy Coordinator.

Payment to “Massachusetts Association of Vocational Administrators” is due prior to the first session of Leadership Academy One on January 24, 2023. Payment is due by January 14, 2023.

Payments or Purchase Orders must be directed to:

MAVA  
Attn: Jeanne Rayner  
85 Pine Street  
Needham, MA 02492

Email address: [jrayner@mava.us](mailto:jrayner@mava.us)