



**CONROE**

**INDEPENDENT  
SCHOOL DISTRICT**

*Committed to Excellence*

# Principal Prep Program Application 2024-2025

*To develop and promote exceptional leaders for student success*

## The Application

The first step in our hiring process is an initial screening of all applicants to the pool. If your application does not contain one or more of the items below, it will not be considered. If one or more of the items is incomplete or if you do not adhere to the guidelines for all parts of the application, it will not be considered.

1. **Letter of Interest**
2. **Video** 3-5 minutes with the impact of your leadership clearly evidenced and aligned to the competencies

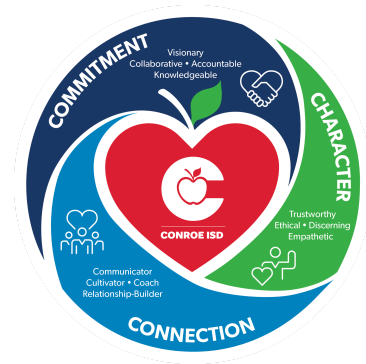
### Competencies:

Our core competencies are encompassed within our *Conroe ISD Leadership Framework* and are comprised of:

*Character*

*Commitment*

*Connection*



Within each of these core competencies are essential actions, the knowledge and skills of what administrators within Conroe ISD are expected to know and do. To view the Conroe ISD Leadership Framework, along with our core competencies, click [here](#).

The video, addressed to Jeff Fuller, Executive Director of School Improvement, Assessment, & Accountability, must include the following information:

- An example of how your leadership has impacted student achievement
- An example of how you have built teacher capacity that resulted in improved teaching and learning experiences for students
- Data and concrete examples to support your claims

**Department of School Improvement, Assessment, & Accountability**



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3. **Updated Resume** with the impact of your leadership clearly evidenced and aligned to the competencies
  - Must outline/highlight your strengths in your competencies
  - Contain data points use to support your leadership experience are required
  - Include a list of 3 references in your resume
  - Should not exceed three pages, one of which is the reference page (there is no required format)

4. **Reference letter** from your current supervisor (SENT DIRECTLY TO [jfuller@conroeisd.net](mailto:jfuller@conroeisd.net))

Solicit a reference from your current supervisor. If you have only been in your current position for less than six months, you may ask your former principal/supervisor to be your primary reference. You **may not**, however, submit an old reference from a different position. Your supervisor must **specifically address the work you have done that is aligned to the competencies and the impact of that work. Submit only 1** reference letter directly to [jfuller@conroeisd.net](mailto:jfuller@conroeisd.net).

5. Evidence of your **master's degree** conferred
6. Scanned copy of your Texas Administration/Principal Certificate, **even if Conroe ISD Human Resources Office has a copy**
7. At least two or more years of service as a campus administrator (including year of application)
8. One current **artifact** demonstrating evidence of effective leadership and aligned to the competencies

Essentially, the ONE artifact you submit illustrates the “best” version of you as an instructional leader. Most importantly, your artifact must be AUTHENTIC, CURRENT (within the last two years) and demonstrate YOUR leadership.

In many cases it is part of a slide presentation you used for a specific purpose, but your impact as a leader could be demonstrated in an overview and analysis of an equity initiative you led, achievement data and the corresponding data analysis, or a professional development plan for a teacher you supported, and on which some results are evident.

Some broad topics to consider:

- Improvement of teaching and learning
- School culture and climate
- Social emotional well-being
- Equity
- School and office operations
- Student services



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**Guiding questions** to consider:

- What was your goal in initiating the work and why?
- What was your role in the work?
- What qualitative or quantitative data shows that you made a difference?
- What did you learn and what would you do differently?

**Non-examples** of artifacts:

- An award
- An email
- A certificate of completion or coursework
- An observation or evaluation
- A letter of recommendation

**9. Application Timeline**

- August 19, 2024 **email sent to Conroe ISD Assistant Principals**
- September 13, 2024 by 12:00 p.m. **applications due to Jeff Fuller**
- September 16, 2024 **notification of acceptance/declination of applicants**
- October 3, 2024 **first cohort meeting**



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# Checklist

## Have you submitted the following documents?

- |  |
|--|
| <ul style="list-style-type: none"><li>• An updated resume that includes:<ul style="list-style-type: none"><li>• Your current position</li><li>• Specific months and years for each position</li><li>• Name and contact information that matches your profile</li><li>• Degree(s) and certification requirement for the position (a copy will suffice)</li><li>• Leadership clearly aligned to the competencies</li><li>• Two years of experience as an assistant principal</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>• Letter of interest addressed to Jeff Fuller</li></ul>  |
| <ul style="list-style-type: none"><li>• 1 current artifact that showcases your educational leadership and the impact of that work (PDF files only)</li></ul>   |
| <ul style="list-style-type: none"><li>• Scanned copy of Texas Administration/Principal Certificate</li></ul>   |
| <ul style="list-style-type: none"><li>• Have your references been submitted?<ul style="list-style-type: none"><li>• At least one reference letter must be emailed directly to <a href="mailto:jfuller@conroeisd.net">jfuller@conroeisd.net</a> by the person completing the reference letter</li></ul></li></ul>   |

