



**Superintendent Certification Program Application
 Tarleton State University**

Students preparing certification as a Superintendent must make application to be formally admitted to the program per state law. This occurs prior to beginning coursework and practicum hours that apply to and are required for certification recommendation. Please provide all requested information, which is required for mandatory state reporting purposes. Please e-mail this completed application and a copy of your teacher certification, a copy of your principal certification, service records (with district authorized signatures), letter of reference from current supervisor (e.g., superintendent), signed FERPA release (attached), and signed Code of Ethics (attached) to:

SuptCert@tarleton.edu
Tarleton State University
Attn: Superintendent Certification
Program Applications Box T-0815
Stephenville, TX 76402
 (254) 968-1947 Phone 254-968-9979 Fax

Required documentation must be received by the printed due dates for consideration of admission for the identified semesters.

	Begin 1 8 wk	Begin 2 8 wk
Spring	Nov 1	Feb 1
Summer	April 1	-
Fall	July 1	Sept 1

Applicant Information

Legal Name _____
 Last First Middle Initial Maiden

Address _____ City State Zip Code

Date of Birth _____ Gender : Male Female

Candidate TEA ID _____ Tarleton UID _____
Tarleton UID can be found on the College of Graduate Studies acceptance email

Email address _____ Phone number _____

Alternate Email _____ Alternate Phone _____

Campus (select one): Stephenville Fort Worth Waco Midlothian

Race: American Indian/Alaskan Native Asian Black or African American
 Native Hawaiian/Pacific Islander White Other _____

Ethnicity: Hispanic/ Latino Yes No No

Do you currently possess a valid Teaching Certificate? Yes No

If yes, issuing state: _____ Certificate expiration date: _____



Checklist of Required Items Superintendent Certification Program Application

Name _____ UID _____ TEA ID _____

Please include the following items with your Program Application Addendum. E-mail to:
SuptCert@tarleton.edu

Department of Educational Leadership & Policy Studies
Tarleton State University
Attn: Superintendent Certification Program Applications
Box T-0815
Stephenville, TX 76402

- Program Application Addendum
 - Completed Checklist
 - Signed FERPA Statement
 - Signed Code of Ethics
 - Written interview response (1-2 page max, 12 point font)
 - Verbal/Oral interview with advisor (Schedule and complete with advisor)
 - Resume
 - Teacher Certificate (copy)
 - Principal Certificate (copy)
 - Service Records (with district authorized signatures)
 - Letter of reference from current supervisor (e.g., superintendent)
 - Copies of transcripts fro college level coursework completed from all schools

Please do not submit applications with missing elements or without above listed documents. Beginning July 1, 2017, upon submission and acceptance, a \$35.00 application fee will be billed to your Tarleton account, and upon formal acceptance of admission to the program, a \$55.00 ASEP Technology Fee assessed by the Texas Education Agency will also be billed to your account. You will be able to pay these fees using a credit or debit card or electronic check by logging into myGateway, then navigating to Texan Bill Pay. Payment may also be made in person at the Cashier's Office.

FERPA Consent to Release Educational Records and Information

Superintendent Certification Program

Tarleton State University

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and complete all of the blanks.

I _____ am a candidate for a Tarleton State University professional level
Printed Legal Name

certification program of Superintendent Certification and hereby give my voluntary consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field
- TExES test score results

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based supervisors/mentors
- Program faculty

C. These records will be released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures
- Required state and federal reporting

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA 20 USC 123g;34 CFR §99; commonly known as Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Educator Preparation Services) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including 160 clock hours of observation, clinical teaching, practicum or internship.

Signature of Candidate

Date

Tarleton UID _____

Candidate TEA ID _____

Phone number _____

Email address _____

Code of Ethics
Superintendent Certification Program Tarleton
State University

I hereby affirm I have read and thoroughly understand the Texas Educators' Code of Ethics, TAC RULE §247.2 (http://bit.ly/tx_ed_code_ethics) and will abide by all enforceable standards therein.

I understand that as a candidate of a Professional Educator Certification Program, Superintendent Certification, at Tarleton State University Superintendent Certification Program, I am expected to abide by the Texas Educators' Code of Ethics standards in the public schools and in program college classrooms. I further understand that I am expected to abide by any additional standards and policies as set forth by the individual Professional Certification Program to which I am seeking admission

I further understand that if I am found in violation of any of the standards, I will be removed from the Tarleton Professional Educator Certification Program and will become ineligible to be recommended for the Superintendent Certification.

Candidate's Printed Name

Date

Candidate's Signature

UID

TEA ID

Written Interview

Superintendent Certification Program
Tarleton State University

Please respond to the following scenario with a one to two page written response.

After applying through a search firm, you have been invited to interview for a superintendent position in a mid-size Texas 4-A school district. On a separate typed document, complete the following activities:
a) Describe in writing the steps you would take to prepare for the interview; b) Create a 3 to 5 slide PowerPoint that shows how you would address the district learning community regarding the state of the district; c) At the end of the document, list four questions that you anticipate being asked during the interview. (Use 12 point font). Include your name, date, and UID on the document. Label each section.

TSU Superintendent Professional Resume' of Leadership

For admission into the Superintendent program, please submit a professional resume' of leadership that includes the following in the order provided:

Name

Address

Contacts (phone, emails, professional social media)

Education

Service Organizations (Memberships)

Career (Job title, Place, Year(s))

Experience In Curriculum/Instruction

Experience In Student Engagement

Experience In Discipline/Social, Emotional Learning (SEL)/PBIS

Experience In Instructional Technology

Experience In School Finance/Budgeting

Experience In Facilities/Maintenance/Custodial

Experience In Parental Involvement

Experience In Human Resources

Experience In Communication

Experience In Business/Community Involvement

Experience In Ethical/Legal/Political Decision Making

Local, State or National Presentations (Including Board Meetings)

Local, State or National Publications