

Preliminary Administrative Services Credential Program Application Instructions and Requirements

The School Leadership Academy is designed for individuals who have a passion for leadership and are committed to advancing educational equity. In order to apply for the program, educators must meet the following requirements:

1. Hold a **Clear** Teaching or Pupil Personnel Services Credential
2. Have at least four years of professional full-time experience in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state. *(At the culmination of the program, you will need verification of five years of full-time experience to qualify for the Preliminary Administrative Services Credential)*
3. Satisfy the [Basic Skills Requirement](#) as required by the State of California (CL-667)

The School Leadership Academy Application is fully online. Candidates must create an account and will be expected to upload all required documents.

[School Leadership Academy Application](#)

The application consists of the following:

1. Two application essays
2. Current resume
3. Current **Clear** Teaching or Pupil Personnel Services Credential
4. Recommendation from **Current** Supervisor (You will be asked to provide the contact information for your immediate Supervisor. S/he/they will receive a link to complete on your behalf.)
5. \$25 non-refundable, non-transferable application fee
6. Phone interview following the review of your application

Application Essays

The essay portion of the application is your opportunity to tell us more about your journey as an educator and future school administrator. Each response should consist of 250-350 words and draw upon your professional experiences and goals. Please adhere to all conventional spelling and grammar rules.

Essay #1

Please describe your professional short-term (1-3 years) and long-term (3-5 years) goals. What life experiences have influenced them? How would USC Rossier’s School Leadership Academy help you prepare for and achieve these goals?

Essay #2

The USC Rossier School Leadership Academy is designed to prepare equity-centered leaders to lead in diverse schools. What do you believe are the essential knowledge, skills, and dispositions needed for this position? To what extent have you already begun to demonstrate these leadership attributes?

Essay #3 (Optional)

Is there anything else you would like to share regarding your goals and aspirations that you did not share in Essays 1 or 2?

Application Essay Rubric

4 Exceeds Expectations	3 Meets Expectations	2 Meets Most Expectations	1 Does Not Meet Expectations
<p>Demonstrates deep critical reflective writing, including how his/her/their beliefs, values, expectations and intersectionality influences leadership</p> <p>Contains no spelling or grammatical errors; demonstrates creative use of language; sentences are well-structured and demonstrates mastery of academic writing; adheres to the required length</p>	<p>Demonstrates reflective writing, including how his/her/their beliefs, values and expectations influences leadership</p> <p>Contains no spelling or grammatical errors; sentences are well-structured and demonstrate mastery of academic writing; adheres to required length</p>	<p>Demonstrates some reflective writing of how his/her/their beliefs, values or expectations influences leadership</p> <p>Contains minimal spelling or grammatical errors, sentences are well-structured; adheres to required length</p>	<p>Does not demonstrate reflective writing; writing includes a list of activities or tasks accomplished but with minimal to no reflection</p> <p>Contains spelling or grammatical errors; sentences are unclear; does not adhere to required length</p>