



CALIFORNIA ADULT EDUCATION LEADERSHIP INSTITUTE: 2012

Introduction

The California Adult Literacy Professional Development Project (CALPRO) in conjunction with the California Department of Education (CDE) is seeking nominations and applications for the 2012 *California Adult Education Leadership Institute* (the Institute). We are seeking candidates for the Institute who have been adult education administrators for three or fewer years. This is an opportunity for you (or your supervisor) to nominate one administrator from your adult education program to attend. For the 2012 year we will accept up to 25 nominations for participation in the one-year institute. Priority registration will be given to nominees who registered for the *New Administrators Orientation* (held October 31 and November 1, 2011), and administrators with the most recent appointment date to their administrative position.

California Department of Education Adult Education Office's adult education and Workforce Investment Act (WIA) Title II funded programs are eligible to apply.

More than 600 of California's leading adult educators have participated in this program since its inception in 1985. The Institute covers topics and skills that new adult education administrators need to perform their jobs effectively. Topics for the one-year institute will focus on *Managing Community and District Relationships, Communication and Negotiation Strategies, Collaboration and Partnership Building and Instructional Leadership*.

Institute participants have numerous opportunities for networking with other seasoned and new adult education administrators as well as representatives from CDE. Participants will complete a pre-assignment in preparation for the Institute as well as an interim assignment between training sessions. These assignments will require 8-10 hours each to complete. Participants are expected to implement learned skills through team-building and problem-solving activities at their own sites.

The Institute will be held over a total of four days in two, two-day blocks. Following are the scheduled dates:

- February 6-7, 2012—the two-day winter session, to be held in Sacramento, California; and
- June 18-19, 2012—the two-day summer session, location TBD

Completed applications must be received in the CALPRO office via mail or fax by December 2, 2011. CALPRO will notify selected participants and their nominators by December 16, 2011.

The sponsoring agency is expected to support the participant's release time to attend. CALPRO will reimburse the participating administrator the cost of lodging, travel and meals. Breakfast and lunch will be provided on each day of the Institute.

The nomination/application form is attached and can also be downloaded from: <http://www.calpro-online.org/> Should you need additional information, please contact Ellen Oka, CALPRO Executive Assistant, at (800) 427.1422 or at (916) 286.8817.

Attached: 2012 CALPRO Adult Education Leadership Institute Application



**Instructions for Submitting Application for Adult Education
Leadership Institute
2012**

California Department of Education Adult Education Office's adult education and Workforce Investment Act (WIA) Title II funded programs are eligible to apply.

For the applicant to be considered for the Leadership Institute, the nominating supervisor should ensure that the following items are completed and submitted:

- 1. Application Cover Page**
- 2. Nominator's letter of recommendation** indicating applicant's leadership skills and current assignment as a new (within the past three years) adult education administrator.
- 3. One-page statement by nominee** (applicant) citing his or her major focus of interest and reasons for wanting to participate in this program.

Items 1-3 must arrive by mail or fax no later than December 2, 2011, to:

California Adult Literacy Professional Development Project
American Institutes for Research
2151 River Plaza Drive
Suite 320
Sacramento, California 95833
Fax: 916-286-8840

Please contact Ellen Oka at eoka@air.org with questions.



Part I. APPLICATION COVER PAGE - 2012 Leadership Institute

Nominee's Work Information

Nominee's First and Last Name:	Current Position:
	Appointment Date to Position:
District or Agency Name:	Work E-mail:
Adult Ed Program Name:	Work Phone and Ext:
Site Where You Work:	Work Fax:
Work Street Address:	Work Web site:
City, State, Zip Code:	Total Length of Service in Adult Education (Less than 1 Year, 1-2 Years, 3-6 Years, 7-10 Years, More than 10 Years): _____
Applicant's Title Prior to Current Appointment:	Dates Prior Title Was Held
Agency Employed with:	From:
	To:

Nominee's Alternate Contact Information

Personal Mailing Address:	E-mail (alternate to work):
City, State, Zip Code:	Other Professional Web sites:
Home Phone:	Applicant prefers mail sent to
Cell Phone:	_____ home _____ school address
	(please check)



Part I, continued Nominating Information

Name of Supervisor Making Nomination:	Position:
Work Phone and Ext:	Work E-mail:

2. Please attach **Nominator's letter of recommendation** indicating applicant's leadership skills and current assignment as a new (within the past three years) adult education administrator.

3. Please attach **One-page statement by nominee** (applicant) citing his or her major focus of interest and reasons for wanting to participate in this program.

Completed application materials must arrive by mail or fax no later than December 2, 2011, to:

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