



## CALIFORNIA ADULT EDUCATION LEADERSHIP INSTITUTE: 2022

### 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 2022 *California Adult Education Leadership Institute* (the Institute). We are seeking aspiring and new administrators (defined as three or fewer years) for the Institute. This is an opportunity for your organization to nominate an aspiring or new administrator from your adult education program to attend. For the 2022 year we will accept up to 24 nominations for participation in the Institute. Priority registration will be given to nominees with the most recent appointment date to their administrative position.

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 and aspiring adult education administrators need to perform their jobs effectively. Topics for the Institute will focus on:

- *Fiscal and Personnel Management*
- *Collaborations and Partnerships*
- *Career Pathways*
- *Data Analysis and Data-Based Decision Making*
- *Public Relations and Program Marketing*
- *The California Adult Education Program*
- *Strategic Planning*
- *Instructional Leadership*
- *The Workforce Innovation and Opportunity Act (WIOA)*

Institute participants have numerous opportunities for engaging with experienced and new adult education administrators as well as representatives from CDE and the three State Leadership Projects (OTAN, CASAS and CALPRO). Participants will complete a pre-assignment in preparation for the Institute as well as interim assignments between training sessions. These assignments will require 4-6 hours each to complete. Participants are expected to apply the skills learned at their own sites. The sponsoring agency is expected to support the participant's release time to attend.

The 2022 Institute will be held virtually over a total of six days. Following are the scheduled dates:

- January 20-21, 2022
- March 31 - April 1, 2022; and
- June 9-10, 2022.

The Institute is open to all California funded adult education programs. Completed applications must be received in the CALPRO office via mail or fax by **November 17, 2021**. Based on CDE approval of candidates, CALPRO will notify selected participants and their nominators by December 8, 2021.

The online nomination/application form is available at: <https://forms.gle/g4YF8fMwR6v1WQF17>. Should you need additional information, please contact Ellen Oka, CALPRO Executive Assistant, at (916) 286.8817.



**Instructions for Submitting Application for the  
2022 CALPRO Adult Education Leadership Institute**

The Institute is open to all California funded adult education programs. 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 (see Section 2)**
2. **Nominee's statement of interest**, sharing your area of interest and reasons for wanting to participate in this program (please limit to no more than 300 words) (see Section 3).
3. **Nominator's letter of recommendation**, indicating applicant's leadership skills and current assignment as a new (within the past three years) adult education administrator (see Section 4, PDF may be uploaded).

**Apply online at:**

**<https://forms.gle/g4YF8fMwR6v1WQF17>**

All items are due no later than **November 17, 2021.**

**Please contact Ellen Oka at [eoka@air.org](mailto:eoka@air.org) with questions.**



**Part I. APPLICATION – 2022 Leadership Institute**

**Nominee’s Information**

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

**Nominator’s Information**

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.

<b>Name of Supervisor Making Nomination:</b>	<b>Position:</b>
<b>Work Phone and Ext:</b>	<b>Work E-mail:</b>



## Part II. NOMINEE'S STATEMENT – 2022 Leadership Institute

### Nominee's statement

Please use the space below to share your major focus of interest and reasons for wanting to participate in the Leadership Institute.

I have read the program description for the Leadership Institute and agree to participate fully in all activities.

Nominee's signature \_\_\_\_\_ Date \_\_\_\_\_

**Application deadline is Friday, November 17, 2021.**

Please apply online at <https://forms.gle/g4YF8fMwR6v1WQF17>  
or email Ellen Oka at [eoka@air.org](mailto:eoka@air.org)

### Questions?

Contact Ellen Oka at [eoka@air.org](mailto:eoka@air.org) or call 916.286.8817.