

# Best Practice Framework New York

**Theme:** Staff Selection, Leadership, & Capacity Building  
**Level:** District

## National Center for Educational Accountability

national sponsor of Just for the Kids  
<http://www.just4kids.org>

**Practice:** Provide strong leaders, highly qualified teachers, and aligned professional development

The district provides an Administrative Candidacy Preparation Program for leadership and administrative positions.

Niagara Falls City School District  
Office of Human Resources  
February 1, 2007

### Notice of Administrative Candidacy Preparation Program

The Administrative Candidacy Preparation (ACP) Program will be offered to individuals interested in preparing for leadership and administrative positions with the Niagara Falls City School District. The ACP Program is designed to assist both certificated and classified staff members with acquiring information about school district procedures and developing leadership skills. The ACP Program consists of two levels:

**Level 1 . . . Fundamental Level** This ten-week program provides valuable and practical information in the following areas of school leadership:

- Assessment
- Curriculum
- Human Resources
- Finance
- Student Services
- Technology
- Legal Issues
- Policy and Procedures
- Grounds and Maintenance
- And others...

Participants in the Level 1 Fundamental ACP Program are required to attend all sessions and complete all program requirements. This may include reading assignments, journal entries and written evaluations. No additional remuneration in any form will be provided to participants.

Listed below are the *tentative* meeting dates for the Level 1 Fundamental ACP Program:

- February 27
- March 6, 13, 20, 27
- April 17, 24
- May 1, 8, 15

All sessions will be held from 3:45-5:15 p.m. at either Niagara Falls High School or the Board of Education Annex Building.

**Level 2 . . . Advanced Level** This program is available to participants who have completed the Level 1 Fundamental ACP Program. It is designed in a seminar format and will include:

- Literature review and discussion of at least two selected titles relating to educational policy, management and professional growth.
- An individually designed leadership project in an area outside the participant's current work responsibilities. This project will require the compilation and analysis of data, the resolution of a problem or need, and the presentation of the project to the seminar group for feedback and review.
- Videotaped simulated interview.

Participants in Level 2 Advanced ACP Program are required to attend all sessions and complete all program requirements. This will include reading assignments, projects, group presentation, interview and other written tasks and evaluations. No additional remuneration in any form will be provided to the participants.

Listed below are the *tentative* meeting dates for the Level 2 ACP Program:

- February 21
- March 7, 21
- April 18
- May 2, 16

*Additional dates will be added as needed. Meeting times will be decided by the group.*

Successful completion of the Level 2 Advanced Administrative Candidacy Preparation Program will be a prerequisite for staff members interested in interviewing for administrative vacancies. *(Staff members who have already completed the bronze or gold level of a previous ACP Program will not be required to participate in this program.)*

*Interested candidates should submit by February 15, 2007:*

- *An application (attached)*
- *Letter of interest*
- *Resume'*

**To:**

**Administrator for Human Resources  
607 Walnut Ave.  
Niagara Falls, N. Y. 14301**

**Niagara Falls City School District  
Office Of Human Resources**

ADMINISTRATIVE CANDIDACY PREPARATION (ACP)  
PROGRAM APPLICATION

February 2007

Please check one:

Level 1 Fundamental

Level 2 Advanced

1. NAME \_\_\_\_\_

2. ADDRESS \_\_\_\_\_

3. TELEPHONE/HOME \_\_\_\_\_ WORK \_\_\_\_\_

4. E-MAIL ADDRESS \_\_\_\_\_

5. CURRENT POSITION \_\_\_\_\_ LOCATION \_\_\_\_\_

6. CERTIFICATION(S) HELD \_\_\_\_\_  
\_\_\_\_\_

In addition to this application, a letter of interest and a resume' should be submitted to:

**Administrator for Human Resources**

**607 Walnut Avenue**

**Niagara Falls, New York 14301**