
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: REVISED SCHOOL PRINCIPAL PREPARATION PROGRAM

DATE: 07/10/2012

During school year 2011-2012 the State of Florida revised the Florida Principal Leadership Standards. This document is the basis for how we evaluate and train our administrators in the State of Florida.

In Santa Rosa County we require all newly appointed assistant principals to complete a two- or three-year training (their choice) program to document their mastery of the Principal Leadership Standards. This leads to their certification as School Principal which is one of the requirements to apply for principalship positions.

This document is the manual which explains our program. It must be submitted to the State Department of Education for approval after we receive School Board approval. We last revised this document in 2007.

The major changes can be summarized as follows:

1. New Committee formed – page 11
2. New Florida Principal Leadership Standards included – pages 12-16
3. The inclusion of a one-day orientation session for newly appointed assistant principals and two half-day shadowing experiences. Both of these activities will occur during the new assistant principal's first year in his/her new position – page 25.
4. New list of projected administrative trainings for 2012-2016 – page 40
5. All documents have been revised to include language from the new Leadership Standards – pages 40-289
6. Attachments section documents have been updated from previous manual – pages 62-134
7. Section IV – Sample Learning Guide has been revised and updated – pages 135-289

You will find attached the first forty pages of a 336-page document. If you would like to receive a copy of the entire document, please let me know.

If you have any questions concerning these updates/revisions, please call me at 983-5030.