

## Submitting LEAD Application Documents through OSPA Central

***\*\*All applications and documentation for LEAD 2020 – 2021 must be submitted via the Leadership Application Module in OSPA Central by Thursday, February 20, 2020 at 5:00 PM\*\****

Application documents to be completed and/or uploaded include the following items:

- **LEAD Program Application:** Applicants must complete all required information through the “LEADERSHIP APPLICANTS” module in OSPA Central. **To access the Leadership Applicants module, principals must provide the applicant access and sign the applicant’s application electronically.** The principal must also agree to provide required opportunities to the applicant for successful completion of the LEAD Program. Access the Leadership Applicants module as follows:
  - If the user does NOT have access to OSPA Central
    - Log into OSPA Central
    - Click on Manage Users
    - Click on New User
    - Fill out the form on the left with the user’s information
      - **IMPORTANT:** the Personnel Number must include the P and all 8 digits
    - Check the box for Leadership Applicants on the right side of the screen
    - Select the Write Permissions under Leadership Applicants
    - Click on Save
  - If the user already has access to OSPA Central
    - Log in to OSPA Central
    - Click on Manage Users
    - Click on Edit by their name
    - Check the box for Leadership Applicants on the right side of the screen
    - Select the Write Permissions under Leadership Applicants
    - Click on Save
- **Experiential Resume:** Applicants must upload an experiential resume aligned to the current Florida Principal Leadership Standards describing leadership roles and experiences. Please refer to the LEAD Orientation PowerPoint for specific resume requirements.
- **Florida Teaching Certificate:** Applicants must upload a current and valid copy of their Florida Teaching Certificate from the Department of Education showing Educational Leadership K-12 in good standing.

- **Evaluation Documents:** Applicants must upload completed and signed evaluation documents showing a final overall “Effective” or “Highly Effective” rating as follows:
  - All evaluations must be **final overall scores**, which include both instructional practice and student achievement
  - Applicants must upload the most current copy of their final overall evaluation for the 2018 – 2019 school year from a Broward County public/charter school.
  - Applicants must upload two additional evaluations within the last five years showing final overall “Effective” or “Highly Effective” ratings.
  - Applicants must upload their 2019 – 2020 final evaluation once received.
  
- **Written Essay:** Applicants must upload an essay written to the prompt: **Describe how you have worked to ensure that instruction beyond your own classroom is appropriately rigorous and aligned to the state standards (two-page maximum, twelve-point font, double-spaced).**