

## Submitting LEAD Application Documents through OSPA Central

**\*\*All applications for LEAD 2022 – 2023 must be submitted via the Leadership Application Module in OSPA Central by Wednesday, February 16, 2022 at 5:00 PM\*\***

Applicants must complete all required information through the “Leadership Application” module in OSPA Central to apply for the program. To access the Leadership Application module, principals must provide the applicant access by following the steps below.

**Principals must also sign electronically** recommending the applicant and agreeing to provide them the opportunities required to successfully complete the LEAD Program.

### **If the user does NOT have access to OSPA Central – the principal should:**

- 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 P number must include the P and all 8 digits
- Check the box for “Leadership Application” on the right side of the screen
- Select the “Write” Permissions under Leadership application
- Click on Save

### **If the user already has access to OSPA Central, but not the “Leadership Application” module – the principal should:**

- Log in to OSPA Central
- Click on Manage Users
- Click on edit by their name
- Check the box for Leadership Application on the right side of the screen
- Select the Write Permissions under Leadership Application
- Click on Save

### **To apply for the LEAD Program, the applicant must:**

- Access Leadership Application Format
- **Choose the 2022-2023 School Year** – this is critical to ensure your application is received
- **Upload 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.
- **Upload 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.

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- **Upload Evaluation Documents:** Applicants must upload completed and signed evaluation documents showing a final overall “Effective” or “Highly Effective” rating as follows:

All evaluations include **final overall scores (except for 19/20)**, which include both instructional practice and student achievement.

Applicants must upload the most current copy of their final overall evaluation for the 2020-2021 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.

If chosen to participate in the LEAD Program, applicants must provide their 2021 – 2022 final evaluation once received.

- **Upload Written Essay:** Applicants must upload an essay written to the prompt: **Describe how you have worked with other teachers to close learning performance gaps among student subgroups beyond your own classroom** (Two-page maximum, 12-point font, double-spaced)
- **Have Principal/Director electronically sign your application file once it is complete – prior to the application deadline on February 16<sup>th</sup> at 5:00 PM.**

Late or incomplete applications will not be considered