Submitting LEAD Application Documents through BCPS Central

==All applications for LEAD 2025 – 2026 must be submitted via the Leadership Application Module in BCPS Central by Thursday, January 16, 2025, at 5:00 p.m.==

Applicants must complete all required information through the "Leadership Application" module in BCPS 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 applications 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 BCPS Central – the principal should:

- Log into BCPS 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 the Leadership application
- Click on Save

If the user already has access to BCPS Central, but not the "Leadership Application" module – the principal should:

- Log in to BCPS 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 in the BCPS Central "Leadership Application" portal:==

- **==Choose the 2025-2026 School Year:==** This is critical to ensure your application is received.

- **==Upload Experiential Resume:==** Aligned to the Assistant Principal indicators of the **recently adopted 2022 Florida Educational Leadership Standards** describing leadership roles and experiences beyond the classroom level. Please refer to the LEAD Orientation PowerPoint for specific resume requirements.

- **==Upload Florida Teaching Certificate:==** From the Department of Education showing **Educational Leadership certification.** Other certifications may apply for technical college applicants. (Five-Year Professional Certificate must be current and in good standing)

- **==Upload Evaluation Documents==: Three evaluation documents showing a final overall "Effective" or "Highly Effective" rating must be provided.** The 2023/2024 evaluation rating must be from a Broward County Public/Charter School. The other two "Effective" or "Highly Effective" evaluations must be within the past five school years (2019/2020 – 2022/2023). All evaluation documents MUST BE final evaluations, including BOTH instructional practice and VAM scores.

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- **<mark>Have the Principal electronically sign your application file</mark> once it is complete –** prior to the application deadline on **<mark style="color:red">Thursday, January 16, 2025, at 5:00 p.m.</mark>**

Broward County Charter school applicants <u>only</u> may apply by sending the above documentation through Outlook e-mail to reginald.pierre-jerome@browardschools.com.