

Application Directions for Applicants to  
**The Ritchie Program for School Leaders**  
An Innovative Partnership between the  
University of Denver and Denver Public Schools

**APPLICATION DEADLINE:** Submission of the DU application AND the documents listed below and must be completed and received no later than **December 18, 2009** to be considered for admission

Contacts: Susan Korach, [skorach@du.edu](mailto:skorach@du.edu) or 303-871-2212

Maureen Sanders at [Maureen\\_sanders@dpsk12.org](mailto:Maureen_sanders@dpsk12.org)

**SCHOLARSHIP:** ALL candidates who are accepted into the program will be eligible for a scholarship from the Urban Principal Leadership Program that will cover almost all of the tuition cost. **Applications received by DPS after December 18<sup>th</sup> will NOT be considered for admission.**

**STEP I: SUBMIT THE DU APPLICATION, FERPA FORM, AND ORDER YOUR TRANSCRIPTS:** This online application process may take up to 30 minutes to complete.

1. **APPLY TO DU ONLINE BY CLICKING [here](#).**
  - Establish your user ID and password—save for later use.
  - Select “Education”
  - Select “Master of Arts” if you intend to complete both the certificate and the Masters degree, or choose ‘graduate certificate’ if you are interested in earning only the certificate in principal licensure
  - Choose “Educational Administration and Policy Studies”
  - Choose “Ritchie Denver”
  - Select “Summer 2010” as admission term
  - Complete the application. DO NOT ENTER THE NAMES AND EMAIL ADDRESSES FOR THE INDIVIDUALS WHO ARE COMPLETING YOUR NOMINATION FORMS INTO THE ONLINE APPLICATION.
  - Note: In order for your application to move forward, you must select “Submit”.
2. **APPLICATION FEE:** A non-refundable \$60.00 application fee can be paid by credit card at the time of DU online application, or may be mailed to 2199 S. University Blvd., Room 5, Denver, CO 80208. Please make checks payable to the University of Denver. This fee must be received no later than December 18<sup>th</sup>.
3. **TRANSCRIPTS:** *One* official transcript is required from every college and/or university you are attending or have attended **even if coursework from multiple schools is summarized on one**. These transcripts must be in sealed envelopes, signed across the back by the registrar, and mailed directly to the University of Denver. (If you have previously attended DU, be sure to indicate this fact in your online application so that the Graduate Admissions Office can request the DU ones on your behalf.)
4. **FERPA FORM:** Complete the form found at <http://www.du.edu/education/calls/admission.html> and upload it with your DU application.

**STEP II:** MAIL the following documents IN ONE ENVELOPE directly to DPS (900 Grant St. Room 711, Denver, CO 80203 Attn: Maureen Sanders). These documents must be received at DPS no later than December 18, 2009.

1. **DOCUMENTATION OF ELIGIBILITY** (page 4)
2. **RESUME:** Submit a current resume. Include professional certificates, educational degrees and professional experiences as well as all relevant awards, publications, presentations or other achievements.
3. **NOMINATIONS:** Each applicant must arrange for the submission of **three completed nomination forms** (pages 5-7). One form **MUST** be from an administrator in DPS who is your direct supervisor, and all nominators need to be able to attest to your potential for school leadership. It is the applicants' responsibility to retrieve all forms from the evaluators in a sealed envelope with the nominator's signature across the seal.
4. **PROFESSIONAL LICENSE:** Submit a copy of your current professional educator's license(s). The completion of three or more years of successful experience working with students as a licensed professional in a public or nonpublic elementary or secondary school in CO or another state is required to be recommended for a Provisional Principal License.
5. **PERSONAL ESSAY:** In a maximum of **two pages**, please respond to this question: Why do you desire to be an educational leader in Denver Public Schools, and how will your leadership make a difference in the learning experiences for all students in a high need K-8 and high school system? The personal essay will be evaluated during the selection process using the following criteria:
  - Ability to clearly articulate your values and beliefs about leadership
  - Ability to clearly articulate how you would address the learning needs of all students and increase student achievement, and close the achievement gap.
  - Ability to clearly express your desire to be a principal in Denver Public Schools

**STEP III:** All Ritchie applicants must go online to take the GALLUP PRINCIPAL INSIGHT interview at found at <https://gx.gallup.com/principalinsight.gx> **no later than December 18, 2009**. The District Code is 5084.

You may take the Gallup Principallnsight questionnaire by selecting the link below. Once you select the link you will be navigated to the Gallup website and will need to create a user id (using email address) and login to take the assessment or use an existing ID if you have previously taken the Gallup Principallnsight. Your application with Denver Public Schools will NOT be submitted until your Principallnsight has been completed. We recommend that you allow up to 40-45 minutes to complete the Gallup Principallnsight. Gallup Principallnsight Link: <https://gx.gallup.com/principalinsight.gx>

If for any reason you do not finish the questionnaire, have to leave the site, or encounter technical difficulties please return to the job posting that you are applying to from the Denver Public Schools website and select the link to the Gallup Principallnsight so that you can complete the questionnaire from the point at which you left off.

PLEASE NOTE: The Gallup questionnaire is NOT AVAILABLE the THIRD Friday of every month from 7:00 pm to 11:00 pm MST for regularly scheduled maintenance. Please return anytime after those time frames to complete your application.

## SUPPLEMENTAL APPLICATION MATERIALS CHECKLIST

### Submit to the UNIVERSITY OF DENVER ONLINE APPLICATION SITE:

- Online Application for Admission to the University of Denver
- Non-refundable application fee of \$60.00
- Completed FERPA form
- Official Transcripts (1 from each institution, mailed from your previous colleges directly to DU)

### Submit directly to DPS Submit directly to DPS. Mail IN ONE ENVELOPE to 900 Grant St. Room 711, Denver, CO 80203 Attn: Maureen Sanders

- Current resume
- Three nomination forms in sealed envelopes with nominator's signature on the seal
- Copy of professional educator's license(s)
- Personal Essay (two-page maximum)
- Documentation of Eligibility and Informed Consent Form

### Complete the Gallup Principal Insight interview no later than December 18, 2009.

**PLEASE NOTE: IN ORDER TO COMPLETE YOUR APPLICATION FOR THE DENVER PUBLIC SCHOOLS ADMINISTRATOR POSITION THAT YOU ARE APPLYING FOR, YOU MUST COMPLETE THE ASSESSMENT AND THE GALLUP PRINCIPALINSIGHT TO BE CONSIDERED.**

**Applications received by DPS after December 18<sup>th</sup> will NOT be considered for admission.**

**DOCUMENTATION OF ELIGIBILITY FOR ACCEPTANCE INTO THE RITCHIE PROGRAM FOR SCHOOL LEADERS**

State the position you currently hold in DPS and positions you have applied for or intend to apply for in DPS that make you eligible for the Ritchie Program for School Leaders.

<b>School Name</b>		
<b>Position</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>

**Have you ever been non-renewed as an educator at a school?** \_\_\_\_\_yes \_\_\_\_\_no

List all of your current professional licenses

<b>Professional Licenses</b>

**NOTIFICATION OF ACCEPTANCE AND INFORMED CONSENT TO PARTICIPATE IN THE RITCHIE PROGRAM FOR SCHOOL LEADERS:**

This is a highly selective program. Top candidates will be interviewed in January before acceptance into the program. Decisions regarding admission of applicants will be made soon after the application and interview process is complete. All applicants will be screened by representatives from Denver Public Schools and the University of Denver. All applicants will be notified in writing of their status. Please sign your consent to participate in this screening process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ritchie Program for School Leaders  
PROFESSIONAL NOMINATION FORM**

(Candidate's Name) \_\_\_\_\_ is applying to the Ritchie Program for School Leaders.  
Please complete the following nomination form for the candidate. Should you have any questions, please call Dr. Susan Korach at 303-871-2212 or email her at [skorach@du.edu](mailto:skorach@du.edu)

**NOMINATOR: This document must be returned to the applicant in a sealed envelope with your signature across the seal no later than December 9, 2009**

Your Name (please print): \_\_\_\_\_ (Date) \_\_\_\_\_

Your Title: \_\_\_\_\_ Building: \_\_\_\_\_

School District: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Please indicate in what capacity you have worked with this candidate.

As:  School Principal  Supervisor  
 Other (please specify): \_\_\_\_\_

How many years have you worked with this candidate? \_\_\_\_\_

In comparison to other educators with whom you have worked, please rate this candidate on each of the following qualities:

	Aspiring	Beginning	Developing	Experienced
1. Motivation, Energy, and Ambition	[ ]	[ ]	[ ]	[ ]
2. Knowledge of Teaching and Learning	[ ]	[ ]	[ ]	[ ]
3. Creativity and Innovation	[ ]	[ ]	[ ]	[ ]
4. Willingness to Evaluate Self	[ ]	[ ]	[ ]	[ ]
5. Good Judgment	[ ]	[ ]	[ ]	[ ]
6. Integrity and Professionalism	[ ]	[ ]	[ ]	[ ]
7. Ability to Collaborate and Work on Teams	[ ]	[ ]	[ ]	[ ]
8. Respect for Diversity	[ ]	[ ]	[ ]	[ ]
9. Ability to Learn from Constructive Feedback	[ ]	[ ]	[ ]	[ ]
10. Communication Skills	[ ]	[ ]	[ ]	[ ]
11. Ability to Listen and Give Meaningful Feedback	[ ]	[ ]	[ ]	[ ]
12. Ability to Build & Maintain Healthy Interpersonal Relationships	[ ]	[ ]	[ ]	[ ]
13. Critical Thinking and Problem Analysis Skills	[ ]	[ ]	[ ]	[ ]
14. Ability to engage all children in quality educational experiences	[ ]	[ ]	[ ]	[ ]

**Please write a paragraph on a separate page that indicates why this candidate should become a Ritchie Fellow and submit with this form. Please support your nomination with specific evidence for this candidate's potential for leadership within DPS.**

THANK YOU!

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