Guidance and Overview: Completing the Herb Kohl Educational Foundation Principal Leadership Application

Congratulations on being nominated for a Herb Kohl Educational Foundation Principal Leadership Award! This is a prestigious honor that is recognized throughout Wisconsin, and beyond, as a mark of excellence in education. If you have decided to apply for the Principal Leadership award, the first step will be for you to follow the link in the nomination email and build a Personal Profile.

Fill in the required general information: your name, email, phone number (with no spaces, dashes, or parentheses), along with your DPI License Number. This is your 5 or 6 digit File Number, which can be searched easily using this link and your name: https://elo.wieducatorlicensing.org/datamart/searchByNameWIDPI.do. At the end, choose the type of school you are associated with from the click down menu.

Click on the "Validate Profile" button at the bottom to complete your profile, which will allow you to view the application once you return to the SmartSimple home screen.

Eligibility

- Previous recipients are not eligible to receive a second Principal Leadership award, but if you have been nominated in the past and have NOT received a Principal Leadership award, you remain eligible.
- Educators currently in the role as Assistant of Associate Principals are not eligible to apply.
- District office staff and other administrators are not eligible to apply, unless more than 50% of your job is dedicated to being a building leader.
- If you have received a Student Excellence award, a Student Initiative award, or a Teacher Fellowship in the past, you are still eligible for a Principal Leadership award.
- Contact Kim Marggraf at the Herb Kohl Educational Foundation with any questions.

Please answer the 3 eligibility questions and identify your type of school in order to move forward.

ELIGIBILITY QUESTIONNAIRE

* Are you employed by a Wisconsin school?

○ Yes

○ No

* Are you a previous Principal Leadership Award recipient?

○ Yes

○ No

* Do you plan to continue in your current profession during the next school year?

○ Yes

○ No

* What kind of school do you attend or work in?:
   ○ Public School
   ○ Private School
   ○ Homeschool

Application Information

The Principal Leadership application asks you to work your way through using a series of tabs which you can follow in sequential order or click through to jump from section to section. To avoid losing any information, be sure to click "Save Draft" when leaving any section.

General Information

The information you entered in your profile, along with some of the information from your nomination, will automatically complete most of the fields on this tab. However, there are some additional fields you will need to complete to move forward.

* What type of school are you leading?:
- ○ Public
- ○ Private

* School Level:
- ○ Elementary
- ○ Middle
- ○ High School

* Are you a member of the Association of Wisconsin School Administrators (AWSA)?:
- ○ Yes
- ○ No

* Describe your current leadership assignment:

[   ]

* Total number of years as principal in current school:

[   ]

* Total number of years in the role of principal:

[   ]

* Total number of years as a school administrator (including assistant/vice principal, central office, etc.):

[   ]

* Certificate of Indian Blood Status:

Applicants from Wisconsin's First Nations or indigenous persons living in Wisconsin may identify tribal affiliation or American Indian heritage. Checking either "yes" or "no" neither preferences nor disqualifies a candidate for an award.

- ○ Yes
- ○ No

Answer the questions regarding your role as a school administrator

- When asked if you are a member of the Association of Wisconsin School Administrators, please keep in mind that membership is not a condition of eligibility.
- If you select "Yes" under Certificate of Indian Blood Status, answer with your Tribal Nation Affiliation and upload a copy of either your Certificate of Indian Blood or your tribal affiliation card. Please note this is not limited to the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership of any tribal nation.
- Fill in the School Information Section.

School Demographics

Provide the following information about your school's demographics.

* Total Enrollment: [   ]

* Number grades served in this school:

☐ Pre-K   ☐ 6
☐ Kindergarten ☐ 7
☐ 1   ☐ 8
☐ 2   ☐ 9
☐ 3   ☐ 10
☐ 4   ☐ 11
☐ 5   ☐ 12

* Number of Assistant Principals: [   ]

* Staff Size: [   ]

* School Location:
○ Rural
○ Suburban
○ Urban

* School Demographic Percentages: ☑ Add School Demographics

School Profile

Choose only one school, even if you work at more than one.

* What kind of school do you attend or work in?:
- ⦿ Public School
- ◯ Private School
- ◯ Homeschool

- If you select **Public School**, Select School District, you must hit **'Save Draft'**. The schools in that district will then populate the dropdown so you may select the correct one.
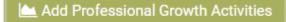
Experience and Growth

There are two parts of this section: Professional Preparation/Education, and Professional Growth.

🎓 Add Education and Experience

Professional Preparation/Education:

- Education addresses any education, certifications, professional development, or other learning you have completed to support your role as an educator.
- Professional Experience addresses the places you have worked as an educator, including any non-traditional employment that is also relevant to your role as an educator.

📈 Add Professional Growth Activities

Professional Growth

- Memberships in Professional Organizations addresses any professional community or association you belong to and in which you are an active participant.
- Community Leadership addresses any community-based leadership roles you have served in. These may include leadership activities in which you are a representative of your school and/or district, as well as leadership that is not connected to the school community.
- Professional Development Activities addresses any ongoing PD that you have participated in that has not resulted in a formal degree, certification, or license.

- Awards and Honors addresses any other awards or recognitions you have received related to your role as an educator and leader.
- Publications, Articles, and Presentations allows you to reference any publications, articles, or presentations you have written, contributed to, or led.

Professional Practices

This section contains an upload and 2 writing prompts.

Please use **specific examples** of how you have used your skills.

Professional Practice Upload

Principals may upload up to a 4-page PDF file of charts, artifacts, or evidence that supports their professional practice essay responses. Applicants who upload more than four total pages of PDF documents may have their applications removed from consideration.

Advice for Writing Prompts:

- Compose, revise, and edit your responses in a word processing program (ex. Google Docs, Microsoft Word, etc.) and then copy/paste the final version into your application.
- Proofread your work! Reading it out loud to yourself will help you locate errors.
- Write truthfully and tell your story with humility but take credit for your actions and the impact of your decisions as an educator.
- If you are going to describe an activity that several people collaborated on, specifically address your role in that work, and how your work impacted the outcomes of the group's work together.
- Consider how each of your responses, when read together, can form a larger, more cohesive body of work that describes your leadership and impact.
- Give real-life examples when you can.
- Protect any specifically identifiable information about others when possible.
- Address how your context affects your decisions and impacts your words and actions (including things like geographic location, student populations, role and duties, relative affluence of the school and community, and proximity/availability of resources).
- Focus on subjects like innovation, leadership, impact/results, and equity through your words and actions.
- Consider how the letters of recommendation you request will support and deepen the evidence for the things you share in your professional reflections.
- Double check how many pages are uploaded into the Professional Practice Upload! Four pages is the maximum.
- The 12 public school Herb Kohl Principal Leadership award recipients will go on to be considered as candidates in the Wisconsin Principal of the Year process.
- With regard for the second writing prompt (How has your leadership style influenced student achievement over time? etc.), please consider focusing your answer on how you

are addressing racial differences and gaps through your work with your students, including how you are leveraging equity-based strategies in closing achievement and opportunity gaps for students of color. There are only 8 school districts in the state of Wisconsin whose student population is 100% white/Caucasian, so readers will expect you to speak on how you address the gaps between students of color and other students within your context.

Recommendations

You will need to secure 3 letters of recommendation before you can submit your application as complete. You will use the application to invite your recommenders to complete a letter of recommendation form on your behalf. You will be able to see if they have been invited, have accepted and are drafting a letter, have completed their letter, or declined the invitation from within the tab. You will NOT be able to see what they have written or shared about you.

Invite Recommenders

Read the instructions carefully and be sure that your recommenders fit the criteria.

Save   Invite

Once you have invited a person to recommend you, their status will change to "Invited." They will receive an email with an invitation to accept or decline the invitation to submit a letter. Once they have responded, their status will update to whichever option they have chosen, either "Accepted" or "Declined." Once their letter has been submitted, their recommender status will change to "Submitted." If someone declines, or is generally unresponsive, you can also cancel the invite using the green button with an "X" on it in the Invite Recommender submenu, and then you will have the option to add another recommender in their place.

Advice for this section:

- **Actively manage your invitations and completion of letters of recommendation!**
  - An application will not be considered if it has fewer than the three required letters of recommendation.
  - Check in often with the people you have asked to write you letters. If they did not receive the invitation, don't wait until the end of the application period to try to solve that problem. The most common error is entering incorrect email addresses, so check them carefully.
  - No extensions of time will be granted to applicants or recommenders. Please plan accordingly.

- - A packet cannot be submitted if it contains more than three letters of recommendation. Although you can solicit more than three people, you must choose only three letters to submit with your application.
- Be strategic in your invitations, and clear in what you hope a recommender can speak to about your activities, leadership, and the impact of your words and actions.
- Reach out to recommenders personally before you invite them through the SmartSimple platform, so they know to look out for this request. This also allows you to decide whether or not they might be a good reference for you.
- Encourage recommenders to give evidence and examples in their recommendations.
- Letters written in a language other than English will be shown to reviewers in the language in which they were written, to preserve as much of the authentic word selections and intent of the writing as possible. However, English translations will also be made available to reviewers. We will use commonly available services (ex. Google Translate) unless a recommender is able to provide a translation.

Optional Demographic Information

The following information is not part of the scoring or selection process, nor will it be considered as eligibility criteria. It is confidential and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following 3 questions as you feel comfortable answering.

Optional Demographic Personal Information

Signature and Submission

Once you have completed the application, filled in content for all required fields, and received three letters of recommendation, you will be able to submit your application for consideration at the Regional level.

Save Draft   Submit   Delete

After providing a signature and date, click "Submit" at the bottom of the Signature section to send in your application for consideration. If there are any required fields left empty or recommendation letters missing, you will receive an error message with links that take you directly to the error. Once you submit, you cannot re-open your application for editing, so make sure to look over your work carefully. The deadline for submitting the Principal Leadership Application is listed on the Herb Kohl Educational Foundation website. Late applications will not be considered, even if the reason that it is late is not the applicant's fault.

Questions

Please contact Herb Kohl Educational Foundation at (414) 224-5214 or contact@herbkohlphilanthropies.org with any further questions.

The Herb Kohl Educational Foundation, and program co-sponsors, Association of Wisconsin School Administrators, Cooperative Educational Service Agencies, Wisconsin Department of Public Instruction, Wisconsin Newspaper Association, and Wisconsin Parents Association, do not discriminate against any student, teacher, or principal award applicant on the basis of age, color, disability, gender, gender identity of expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, religion, sex, or sexual orientation in the administration of the foundation's educational programs and activities.