


PROFESSIONAL LEARNING AND LEADERSHIP


Kristi L. Matthews, Ed.D. Director | kristi.holden@pgcps.org
7711 Livingston Road | Oxon Hill, MD 20745 | 301-749-5238

May 08, 2024

MEMORANDUM

TO: Teacher Leaders

FROM: Kristi L. Matthews, Ed.D., Director 
Office of Professional Learning and Leadership

Melissa Y. Wilson, Ed. D., Coordinating Supervisor
Office of Professional Learning and Leadership 

RE: Aspiring Leaders Program 2024-2025

The *Aspiring Leaders Program* is an integral component of the school system's comprehensive leadership development program. It is a pathway to the position of assistant principal. The *Aspiring Leaders Program* provides leadership development opportunities for qualified teacher leaders who are actively seeking their first assignment as assistant principal. This program will assist selected individuals in developing the skills and competencies needed to successfully plan, implement and monitor instruction, maintain a safe and orderly environment, and manage available resources and personnel in preparation to assume the role and responsibilities of an assistant principal.

Participant qualifications include:

- Four years successful teaching experience
- Master's Degree in supervision and administration, curriculum and instruction or closely related field
- Holds an Advanced Professional Certificate
- Holds Administrator I certification
- Currently in a teacher leadership role (or comparable leadership experience equivalent)

Participant expectations include:

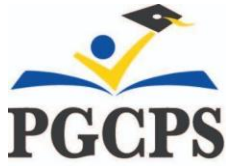
- Attendance at all required training activities
- Completion of assignments/tasks

Applicants must submit the following documents:

- The completed information sheet
- A detailed cover letter with an explanation of why the applicant wants to be considered for the program
- A professional resume
- Two letters of recommendation describing the candidate's potential as an assistant principal (one **must** be from the current supervisor)

This year-long program will begin in October. Training will be held monthly (4:30-6:30 p.m.) virtual or at a location to be determined.

Aspiring Leaders



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The application and ALL supporting materials must be received by close of business **June 7, 2024**. Submit your completed application to OPLL.LeadProgram@pgcps.org. Application materials will automatically be date and time stamped via your electronic submission.

All questions regarding the Aspiring Leaders Program should be addressed to OPLL.LeadProgram@pgcps.org