

2010/11 Mexico Principal Exchange Program

Educational Seminar

Application for U.S. Principals
of
ELEMENTARY, MIDDLE AND SECONDARY SCHOOLS



*Sponsored by the Bureau of Educational and Cultural Affairs (ECA)
U.S. Department of State and
Administered by American Councils for International Education
and the
U.S.-Mexico Commission for Educational and
Cultural Exchange*

AMERICAN COUNCILS® FOR INTERNATIONAL EDUCATION
A C T R ▲ A C C E L S

EDUCATIONAL SEMINAR: 2010/11 MEXICO PRINCIPAL EXCHANGE PROGRAM

Program Overview:

The 2010-2011 Mexico Principal Exchange Program provides the opportunity for a U.S. and Mexican school principals to work together as a team on issues of mutual interest to their communities, schools and students. Mexican principals will travel to the United States for a three-week program with the U.S. partner principal in October-November, 2010 and then U.S. principals will participate in a reciprocal program in Mexico in June or July, 2011. The U.S. principal, in collaboration with her/his partner principal, will design and implement a program for the Mexican partner during their U.S. visit and arrange a homestay. Exchanges may focus in the areas of personnel administration, school management, instruction, curriculum development, student affairs, and/or educational policy. **The program is open to school principals.**

Applicants should be creative, self-reliant, flexible and able to maintain excellent relationships with faculty, staff, and students in Mexico. Applicants should have a sincere interest in learning from the experience of others and sharing their own best practices. They should also be prepared to make presentations about the United States before diverse audiences in Mexico. Spanish language skills are preferred, but not required.

In October 2010, six U.S. and Mexican principals will participate in a joint orientation program in Washington, D.C. U.S. principals/schools will be expected to host a Mexican principal for approximately three weeks following the October 2010 orientation. U.S. principals will travel to Mexico City and the host city for a pre-program orientation in the summer of 2011. (See the calendar on Page 3 for details.) Specific dates for the program in Mexico will be determined by the U.S. principals and Comexus (Fulbright Mexico).

Participants will be eligible to participate in alumni activities that foster communication between American and Mexican schools.

Mexico Principal Exchange Program goals:

- To improve mutual understanding between school principals in the U.S. and Mexico through professional development and exchange;
- To provide U.S. and Mexican principals with the opportunity to interact with one another, other principals, teachers, students and community leaders and to share perspectives and best practices on their respective school systems and management;
- To support the internationalization and increased quality of instruction in schools by providing opportunities for the broader school community to learn about global issues, to be exposed to Mexican or U.S. culture, and to participate in joint collaborative projects and school partnerships.

Grant Provisions:

- October, 2010 orientation in Washington, D.C. (required) including airfare, meals, and accommodations;
- International airfare, and a maintenance allowance to cover housing, meals and incidentals in Mexico;
- Summer, 2011 orientation in Mexico (required) including accommodations in Mexico City and host city.

**Educational Seminar:
Mexico Principal Exchange Program Award Qualifications and Selection Criteria**

In order to be considered for the program applicants must:

- Be a U.S. citizen;
- Be employed full-time in the U.S. as an elementary, middle or secondary school principal;
- Submit a complete application;
- Host your administrative partner October 16 – November 6, 2010* in your home community and school;
- Attend a brief Washington, DC joint orientation in October 2010;
- Be able to participate in the orientation and complete the three-week program in Mexico.

Please Note:

- U.S. principals are required to obtain a leave of absence with or without pay from their local school district.
- Spanish is recommended, though not required.

Selection will be based on the program application and statement of purpose. Candidates may be asked to participate in a telephone interview.

**Calendar for the Educational Seminar:
2010 – 2011 Mexico Exchange Program**

| | |
|--|--------------------------------------|
| Application Deadline | March 31, 2010 |
| Interviews | Late March 2010 |
| Award Notification | Early May 2009 |
| Pre-Program Orientation in Washington, DC (for U.S. and Mexico Principals) | October 13 – 15, 2010* |
| Mexican Principals Travel to Host Community | October 16, 2009* |
| Exchange Program in U.S. | October 17– November 6, 2010* |
| Pre-Program Orientation Mexico City and host city | June 2011 |
| Program in Mexico | June 2011 |

*** FINAL DATES HAVE NOT BEEN CONFIRMED. HOWEVER, THE TENTATIVE DATES LISTED SHOULD PROVIDE YOU WITH SIGNIFICANT GUIDANCE. PLEASE NOTE: WE WILL NOTIFY ALL ELIGIBLE APPLICANTS ONCE PROGRAM DATES HAVE BEEN FIRMLY ESTABLISHED.**

THE EDUCATIONAL SEMINAR APPLICATION:
MEXICO PRINCIPAL EXCHANGE PROGRAM

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK. PLEASE SEND THE ORIGINAL AND 2 COMPLETED COPIES OF THE APPLICATION

Biographical Information

1) **Title:** _____

Last Name _____

First Name _____

Sex **Female** **Male** **Country of Citizenship:** _____

Passport Number: _____

Please note that applicants must have a passport that is valid for at least six months after the end of the Mexico program in order to be considered for selection.

Please Attach a Recent Photo
Here

Home Address:

Home Phone: _____

Street address and number

Mobile Phone: _____

Email: _____

City, State, Zip Code

Emergency Contact Information: Name, address, email, and phone number of an individual to be contacted in case of an emergency

Name: _____

Home Phone: _____

Home Address: _____

Work Phone: _____

Relationship: _____

2) Travel: Indicate the locations, dates, and reasons for traveling or living in any country other than your own:

| Country | Dates | Reason for Travel |
|----------------|--------------|--------------------------|
| | | |
| | | |
| | | |
| | | |

Have you ever received a U.S. government Educational exchange program grant? **Yes** **No**

If yes, please indicate the year, country, type of grant and sponsoring agency:

3) Administration, Teaching, Education, and School Information

Current Position:

Number of Years in Current Position:

School Address:

School Phone: _____

Street address and number

School Fax: _____

City, State/Province, Zip Code

School Website: _____

Supervisor/Superintendent:

Supervisor/Superintendents' Job Title:

Number of Teaching Staff: _____

Type of School: Public Charter
Private Magnate
Religious

Number of Students in School: _____

Population of City where School is located: _____

School Location: Urban
Suburban
Rural

Job History: List any full-time teaching and/or administrative experience, beginning with the most recent experience. Please include the following: Dates you worked there, position title, name and location, school level (elementary, middle school, secondary, kindergarten -12, and kindergarten-6.)

| Dates | | Position Title | Name and Location | Full-time Teaching or Administrative Position | |
|-------|----|----------------|-------------------|---|-----------------------|
| From | To | | | School Level | Age Range of Students |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

4) Educational History: List all educational institutions you have attended after high school. Begin with most recent school attended.

| Name of Institution / Location | Major Field of Study | Dates (Month and Year) Attended | Actual Name of Degree or Diploma (do not translate) | Date Received or Expected |
|--------------------------------|----------------------|---------------------------------|---|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5) Knowledge of Languages: List your native language first, then rate yourself Excellent, Good, Fair, or Poor in all languages in which you have some competence.

| Language | Reading | Writing | Speaking | Listening |
|----------|---------|---------|----------|-----------|
| | | | | |
| | | | | |
| | | | | |

6) Awards and Recognition: List awards or recognition which you have received.

7) Professional Societies / Organizations: List the professional societies or other organizations in which you are or have been a member, and indicate if you held elective office.

8) The Statement of Purpose is a **substantial component** of the application; it outlines the reasons that you are applying for the Mexico Principal Exchange Program and will be carefully reviewed by the selection committee. On separate paper, please type a description of your interest in this program, your professional goals and objectives for participating in the Educational Seminar, and why learning about the Mexican educational system is of importance/interest to you, your school, and/or teaching career. Please submit up to two double-spaced pages.

Certification:

I certify that the information provided in this application is, to the best of my knowledge, true and correct. I am aware that a false statement may be grounds for non-selection or termination of my exchange. I further certify that I have notified /I will notify American Councils of any misdemeanor (except minor traffic violations) or felony convictions or pending indictments. My signature confirms that I will abide by the “Terms of Agreement” if selected for program participation.

Signature of Applicant

Date

Educational Seminar: 2010/11 Mexico Principal Exchange Program

Application for Elementary, Middle and Secondary Principals,

Administrative Approval for Applicant

Name of Applicant: _____

Name of official authorized to approve participation in program: _____

Title: _____ Telephone: _____

Name and complete address of institution:

The above applicant is employed by our school or school system and will be given a leave of absence for approximately two weeks during summer 2011 in order to participate in the Educational Seminar: Mexico Principal Exchange Program. I realize that all travel and program costs are paid for U.S. principals participating in the program; however, the program does NOT include expenses for salaries.

Signature of Administrator _____ Date _____

Educational Seminar: 2010/11 Mexico Principal Exchange Program

Due Date: March 12, 2010

Immediate Supervisor Reference

This letter of reference must be written by someone who has supervised the applicant in his/her teaching position or a teacher with whom the applicant has worked with sometime during the past three years.

Name of Reference _____

Position/Title _____

Institution _____

Your statement will be given considerable importance by the selection committee which reviews this application, and should be as complete and detailed as possible. Your comments may be continued on additional sheets of paper. Please send the entire letter of reference under separate cover to:

Educational Seminars: 2010/11 Argentina Principal Exchange Program
American Councils for International Education: ACTR/ACCELS
1776 Massachusetts Ave., NW, Suite 700
Washington, DC 20036

| | SUPERIOR | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE |
|---|----------|---------------|---------|---------------|
| Professional Qualifications | | | | |
| Knowledge of the subject field | | | | |
| Effectiveness with persons of diverse backgrounds | | | | |
| Ability to work with colleagues, including those with divergent views | | | | |
| Adherence to established administrative policies | | | | |
| Personality Traits | | | | |
| Adaptability | | | | |
| Resourcefulness | | | | |
| Self-reliance | | | | |
| Sense of humor | | | | |

*A program of the Bureau of Education and Cultural Affairs (ECA),
 United States Department of State,
 and administered by American Councils for International Education: ACTR / ACCELS*

Letter of Reference -- cont'd

1. Please comment on what makes the applicant an outstanding administrator.

2. Please compare the applicant to other administrators you have known in terms of commitment to the teaching profession, how he/she relates to teachers and other administrators, attitude toward students, and preparedness for living abroad for a period of two to three weeks.

3. Please comment on what you see the applicant doing five years from now. How might this program help the applicant advance in his or her profession?

NAME: _____ TITLE: _____ DATE: _____

**20010/11 EDUCATIONAL SEMINAR:
Mexico Principal Exchange Program**

PRINCIPAL PROGRAM SURVEY FORM

The following information is requested on a voluntary basis and will be not be used in the selection process. Your omission of such information will have no effect on your application for the Educational Seminar: 2010 - 2011 Mexico Principal Exchange Program. If submitted, this form will be detached from your application and will not be seen by the selection committee at any stage of consideration.

Ethnic/Race Category (please check one):

White (Not of Hispanic Origin)

Black or African American (Not of Hispanic Origin)

Hispanic (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)

Asian/Pacific Islander (Persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. The subcontinent includes India, Pakistan, Bhutan, Nepal, Bangladesh, Sikkim, and Sri Lanka.)

American Indian/Alaskan Native (Persons with origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation/community recognition.)

Veteran Status:

Yes, I served on active duty and was separated from the armed forces under honorable circumstances.

 Dates served

 Branch of Service

No

Disability Status:

If you have a disability and would like special accommodation to perform the duties of the position, please explain these limitations and suggest special equipment or physical environment accommodations that will be needed:

From what source(s) did you learn about the Educational Seminar: Mexico Principal Exchange Program?
Please check all that apply.

- Direct Mailing _____
- U.S. Government-Sponsored Program Alumna/Alumnus (please specify) _____
- Colleague _____
- Internet/Listserve (please specify) _____
- Other (please specify) _____

Have you previously applied for a U.S. Government funded exchange program? Y____ N____
If yes, when? _____