

*2010 Brazil Principal Exchange Program*

*Educational Seminars*

**Application for U.S. Principals  
of  
ELEMENTARY, MIDDLE AND HIGH 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  
National Council of State Secretaries of Education – CONSED/Brazil*

# **EDUCATIONAL SEMINAR: 2010 BRAZIL PRINCIPAL EXCHANGE PROGRAM**

## **Program Overview:**

The 2010 Brazil Principal Exchange Program provides an opportunity for U.S. principals to interact with Brazilian administrators, teachers and students on an academic and cultural exchange, and to share American perspectives on school management. U.S. principals will participate in a pre-departure orientation program in Washington, DC, and will travel to two different Brazilian states to observe schools and make short presentations about topics in U.S. education, including school leadership and innovation in school management. U.S. schools/principals will also be expected to host a small group of Brazilian award-winning principals and an interpreter for approximately two weeks in early November 2010. Strong candidates will demonstrate the willingness and ability to sensitively bridge cultural differences and should be willing to engage in school responsibilities and to make presentations at their host schools and other venues in Brazil. Applicants should be creative, self-reliant, and able to maintain excellent relationships with faculty, staff, and students. Candidates should have a sincere interest in learning from the experience of others and sharing their own best practices.

## **Brazil Principal Exchange Program goals:**

- To improve mutual understanding among school administrators in the U.S. and Brazil through professional development and exchange;
- To support the internationalization and increased quality of instruction in the U.S. and Brazil;
- To provide U.S. principals the opportunity to interact with Brazilian award-winning administrators to share American perspectives on leadership and innovation in school management;
- To provide the Brazilian administrators, teachers, and students the opportunity to learn more about the U.S., the U.S. educational system, teaching methodologies, culture and society, and to initiate collaborative projects with U.S. partner schools and communities;
- To increase Brazilian and American students' and communities' knowledge of global issues, and to provide them with the opportunity to learn about one another's culture and society.

## **Principals selected to participate will:**

- Attend a brief Washington, DC pre-departure orientation prior to travel to Brazil in October, 2010\*;
- Host a group of 2-3 principals from Brazil and an interpreter (in a hotel) for approximately two weeks on or about October 16 – November 5, 2010,
- Travel to Brazil on or about August 2, 2011\*;
- Collaborate with the U.S. Embassy in Brazil to develop and deliver a presentation about an aspect of the U.S. school system to an educational conference;
- Participate on program for approximately 2 weeks August 2 – 14, 2011;\*;
- Travel to two different Brazilian states to observe schools and make short presentations about topics on U.S. education, including school leadership and innovation in school management;
- Be eligible to participate in alumni activities that foster communication between American and Brazilian schools.

## **Grant Provisions:**

- Airfare, pre-departure orientation program and accommodations in Washington, DC;
- International airfare, pre-program orientation accommodations in Brazil;
- Program accommodations, meals, and an incidental allowance.

## Brazil Principal Exchange Program Qualifications and Selection Criteria

### In order to be considered for the program applicants must:

- Be a U.S. citizen;
- Have the equivalent of a Bachelor's (four-year) degree in education and have a good academic record of achievement;
- Be employed full-time in the U.S. as an elementary, middle school or high school principal, assistant-principal or superintendent;
- Have submitted a complete application;
- Be able to host principals from Brazil and participate in the pre-departure orientation and complete the two-week program in Brazil.

### Please Note:

- Principals from districts with significant underprivileged student populations are encouraged to apply;
- Preference will be given to principals who express a willingness to host a small group of Brazilian Principals and an interpreter (in a hotel) for approximately ten days in early November 2010\*.

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: Brazil Principal Exchange Program

Application Deadline <b>Interviews</b>	March 31, 2010 <b>April</b>
Pre-Departure Orientation Seminar in Washington, DC	October 13-14, 2010*
Brazil Principals Travel to Washington, DC for Pre-Program Orientation	October 13 – October 14, 2010*
Brazil Principals travel to Host School and Community for Program in the US	October 15, 2010* – November 4, 2010*
Brazil Principals Post-Program Debrief in Washington, DC	November 5, 2010*
US Principals Travel to Brazil	August 1, 2011*
US Principals' Program in Brazil	August 2 – August 15, 2011*

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

**EDUCATIONAL SEMINAR APPLICATION:**  
**BRAZIL 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: \_\_\_\_\_

Please Attach a Recent Photo  
Here

Passport Number: \_\_\_\_\_

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

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:

\_\_\_\_\_

**Would you and your school district be willing to host a small group of Brazilian Principals (3) and one interpreter for approximately 10 days (in a hotel) in late October and early November 2010?**

**Yes                      No**

**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

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

Dates		Position Title	Name and Location	Full-time Teaching Position	
From	To			Grade	Subject



**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.

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**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.

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**8)** The Statement of Purpose is a **substantial component** of the application; it outlines the reasons that you are applying for the Brazil 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 Brazilian educational system is of importance/interest to you, your school, and/or teaching/administrative 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.

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Signature of Applicant

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Date

**EDUCATIONAL SEMINAR:  
2010 BRAZIL PRINCIPAL EXCHANGE PROGRAM**

**APPLICATION CHECKLIST**

**1) DOES YOUR 2010 BRAZIL PRINCIPAL EXCHANGE PROGRAM APPLICATION PACKAGE INCLUDE:**

- |  |     |    |
|--|-----|----|
| • <b>A COMPLETE ORIGINAL APPLICATION FORM?</b> | Yes | No |
| • <b>THE STATEMENT OF PURPOSE ESSAY?</b>       | Yes | No |
| • <b>TWO COPIES OF THE FORM AND THE ESSAY?</b> | Yes | No |
| • <b>ADMINISTRATIVE APPROVAL?</b>              | Yes | No |

**2) ARE YOU SURE YOU ARE ELIGIBLE FOR THIS PROGRAM:**

- |  |     |    |
|--|-----|----|
| • <b>ARE YOU CURRENTLY AN ELEMENTARY, MIDDLE OR HIGH SCHOOL PRINCIPAL?</b> | Yes | No |
| • <b>ARE YOU ABLE TO COMPLETE THE PROGRAM IN BRAZIL?</b>                   | Yes | No |

**3) DID YOU MAIL YOUR APPLICATION BY THE POSTMARK DUE DATE  
MARCH 12, 2010?**

Yes      No

***PLEASE MAIL YOUR APPLICATION PACKAGE TO:***

**Educational Seminar: Brazil Principal Exchange Program**  
American Councils for International Education: ACTR/ACCELS  
1776 Massachusetts Ave., NW, Suite 700  
Washington, D.C. 20036  
Telephone (202)-833-7522  
Fax (202)-833-7523  
Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

**Should you have any questions, please contact**

Tim Hair, Senior Program Officer  
Teacher Programs  
Telephone: (202) 833-7522  
Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

# Educational Seminar: 2010 Brazil Principal Exchange Program

Application for Elementary, Middle School and High School Principals  
from the United States

## 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 2010 in order to participate in the Educational Seminar: Brazil 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 Brazil 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 Brazil 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
<b>Professional Qualifications</b>				
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				
<b>Personality Traits</b>				
Adaptability				
Resourcefulness				
Self-reliance				
Sense of humor				

**Letter of Reference -- cont'd**

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

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

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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?

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NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 2010 EDUCATIONAL SEMINAR: Brazil Principal Exchange Program

### PRINCIPALS' 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: Brazil 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: Brazil 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) \_\_\_\_\_

3. Have you previously applied for a U.S. Government funded exchange program? Y\_\_\_\_ N\_\_\_\_  
If yes, when? \_\_\_\_\_