

# CATHOLIC SCHOOL LEADERSHIP INSTITUTE Registration Form

**TO REGISTER:** detach this section and return it by mail with payment. You will receive confirmation of your registration **ONLY** at your e-mail address.

Name \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of School (e.g., K-8; K-12; 6-12; HS) \_\_\_\_\_

School Telephone \_\_\_\_\_

Home (H) and/or Cell (C) Telephone \_\_\_\_\_

Please indicate below where you want your confirmation and other information sent. Check both addresses if you want it sent both to your school and personal e-mail addresses.

☐ Your E-mail Address at School \_\_\_\_\_

☐ Personal E-mail Address \_\_\_\_\_

NAME (Nickname) TO BE USED ON YOUR NAME TAG: \_\_\_\_\_

## Indicate your job title:

- ☐ Experienced Principal (4+ years of Catholic school admin.)
- ☐ New Principal (less than 4 years of Catholic school admin.)
- ☐ Vice Principal or other administrator
- ☐ Teacher discerning the call to administration
- ☐ Other \_\_\_\_\_

INSTITUTE PAYMENT IS REQUIRED WITH REGISTRATION

## Enclosed is my check, payable to NCEA:

Workshop Cost: ☐ Member School Price: \$550.00  
☐ Non-Member School Price: \$775.00

## (OR) VISA/MC/AMEX/Discover

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Card ID #: \_\_\_\_\_

## MAIL COMPLETED FORM TO:

Bro. William J. Campbell, S.M., Ed.D.  
Catholic School Leadership Institute  
1005 N. Glebe Rd. (Suite 525), Arlington, VA 22312



(OR) FAX COMPLETED FORM TO: 703-243-0025

“At no time in our history has it been more important to identify and attract exceptional leaders to the ministry of Catholic educational administration. As diocesan leaders seek new strategies to recruit the next generation of Catholic school principals, it is crucial that those considering the ministry of school leadership undertake a thoughtful discernment process that results in a fully informed decision. This discernment must include consideration of leadership skills, one’s personal understanding of and commitment to the mission of Catholic education, and the real world tasks of the principalship.”

**Br. William J. Campbell, S.M. Ed.D.**  
*Principal Formation Program: A Self-Directed,  
Self-Paced Discernment Process*



## Questions? Contact:

**Bro. William J. Campbell, S.M., Ed.D.**  
Associate Executive Director  
Department of Elementary Schools  
NCEA  
800.711.6232, x0026  
wcampbell@ncea.org  
www.ncea.org



# CATHOLIC SCHOOL LEADERSHIP INSTITUTE

**July 9–12, 2012**  
**Holiday Inn**  
**Historic Alexandria, VA**



National Catholic Educational Association

Principals and assistant principals are often asked to begin their ministry of administration with little background and are often overwhelmed by the diversity of requirements needed for the position.

In order to meet the needs of beginning principals and to support and encourage experienced principals, the NCEA has developed a summer workshop which will provide ongoing formation and support and at the same time reinvigorate those who already face the daily challenges of administration. Those teachers who are considering the ministry of administration will find the program a valuable opportunity to share their ideas and learn from experienced administrators.

The goals of the Institute are to:

- Encourage and support experienced principals
- Provide assistance to new principals to learn various aspects of their ministry
- Help assistant principals and competent teachers discern their own future in the ministry of administration
- Network with principals and candidates from other parts of the country.

*May be eligible for Title II-A funding*



## MONDAY: JULY 9TH

*Theme: Personality and Leadership*

- Keirsey Temperament Sorter
- Extrovert and Introvert
- Sensing and Intuition
- Thinking and Feeling
- Judging and Perceiving

## TUESDAY, JULY 10TH

*Theme: Principal As Spiritual Leader*

- Responsibilities of a Principal in a Catholic School
- Ministry of Administration
- Being a Visionary
- Setting the Catholic Culture
- Gospel Values
- Building Community
- Working with the Pastor
- *Best Practices - Spiritual Leader*

## GENERAL OUTLINE

## WEDNESDAY, JULY 11TH

*Theme: Principal as Administrator*

- Administrative Competencies
- Finance and Development
- Board development and Evaluation
- Strategic Planning
- *Best Practices - Administrator*

## THURSDAY, JULY 12TH

*Theme: Principal as Instructional Leader/Communicator*

- Teacher Evaluation/Assessment
- Communicating to Constituents
- Addressing Questions from Participants
- *Best Practices - Instructional Leader and/or Communicator*

**Hotel Information:** Contact the Holiday Inn – Historic Alexandria directly for special room rate of \$139.00 per night. Call the Reservations Department at 877-504-0047 and identify yourself as attending the Catholic School Leadership Institute. Free Parking is included with the reservation (a savings of \$20.00 per night).

