



## CALIFORNIA ADULT EDUCATION LEADERSHIP INSTITUTE: 2020

### Introduction

The California Adult Literacy Professional Development Project (CALPRO) in conjunction with the California Department of Education (CDE) is seeking nominations and applications for the 2020 *California Adult Education Leadership Institute* (the Institute). We are seeking aspiring and new administrators (defined as three or fewer years) for the Institute. This is an opportunity for your organization to nominate an aspiring or new administrator from your adult education program to attend. For the 2020 year we will accept up to 24 nominations for participation in the Institute. Priority registration will be given to nominees with the most recent appointment date to their administrative position.

More than 600 of California's leading adult educators have participated in this program since its inception in 1985. The Institute covers topics and skills that new and aspiring adult education administrators need to perform their jobs effectively. Topics for the one-year institute will focus on:

- *Fiscal and Personnel Management*
- *Collaborations and Partnerships*
- *Career Pathways*
- *Data Analysis and Data-Based Decision Making*
- *Public Relations and Program Marketing*
- *The California Adult Education Program*
- *Strategic Planning*
- *Instructional Leadership*
- *The Workforce Innovation and Opportunity Act (WIOA)*

Institute participants have numerous opportunities for networking with experienced and new adult education administrators as well as representatives from CDE and the three State Leadership Projects (OTAN, CASAS and CALPRO). Participants will complete a pre-assignment in preparation for the Institute as well as interim assignments between training sessions. These assignments will require 4-6 hours each to complete. Participants are expected to use the skills learned through collaborative team-building and problem-solving activities at their own sites.

The Institute will be held over a total of six days. Following are the scheduled dates:

- January 23-24, 2020 – the two-day winter session, to be held in Sacramento, California;
- April 2-3, 2020—the two-day spring session, to be held in Ontario, California; and
- June 18-19, 2020—the two-day summer session, to be held in Sacramento, California.

Workforce Innovation and Opportunity Act (WIOA)-funded programs are eligible to apply. Completed applications must be received in the CALPRO office via mail or fax by **November 15, 2019**. Based on CDE approval of candidates, CALPRO will notify selected participants and their nominators by December 4, 2019.

The sponsoring agency is expected to support the participant's release time to attend. CALPRO will reimburse the participants the cost of lodging, travel and meals.

The nomination/application form is attached and can also be downloaded from: <http://www.calpro-online.org/> Should you need additional information, please contact Ellen Oka, CALPRO Executive Assistant, at (916) 286.8817.



**Instructions for Submitting Application for the  
2020 CALPRO Adult Education Leadership Institute**

California Department of Education, Adult Education Office's Workforce Innovation and Opportunity Act Title II: Adult Education and Family Literacy Act (WIOA, Title II: AEFLA) - funded agencies are eligible to apply.

For the applicant to be considered for the Leadership Institute, the nominating supervisor should ensure that the following items are completed and submitted:

1. **Application (page 3)**
2. **Nominee's statement of interest (page 4)**, sharing your area of interest and reasons for wanting to participate in this program.
3. **Nominator's letter of recommendation**, indicating applicant's leadership skills and current assignment as a new (within the past three years) adult education administrator.

**Apply online at:**

**<https://forms.gle/PjAmECc5FSPr3tdz7>**

Items 1-3 must arrive by no later than **November 15, 2019.**

If you are not able to apply online, please submit your application to:

California Adult Literacy Professional Development Project  
American Institutes for Research  
2151 River Plaza Drive  
Suite 320  
Sacramento, California 95833  
Fax: 855-459-6213 Attn: Ellen Oka  
Email: [eoka@air.org](mailto:eoka@air.org)

**Please contact Ellen Oka at [eoka@air.org](mailto:eoka@air.org) with questions.**



**Part I. APPLICATION – 2020 Leadership Institute**

**Nominee’s Information**

<b>Nominee’s First and Last Name:</b>	<b>Current Position:</b>
	<b>Date Appointed to Position:</b>
<b>District or Agency Name:</b>	<b>Work E-mail:</b>
<b>Adult Ed Program Name:</b>	<b>Work Phone and Ext:</b>
<b>Site Where You Work:</b>	<b>Work Fax:</b>
<b>Work Street Address:</b>	<b>Work Web site:</b>
<b>City, State, Zip Code:</b>	<b>Total Length of Service in Adult Education (Less than 1 Year, 1-2 Years, 3-6 Years, 7-10 Years, More than 10 Years): _____</b>
<b>Applicant’s Title Prior to Current Appointment:</b>	<b>Dates Prior Title Was Held From:</b>
<b>Agency Employed with:</b>	<b>To:</b>
<b>Personal Mailing Address:</b>	<b>E-mail (alternative to work):</b>
<b>City, State, Zip Code:</b>	<b>Home Phone:</b>
	<b>Cell Phone:</b>

**Nominator’s Information**

Please attach **Nominator’s letter of recommendation** indicating applicant’s leadership skills and current assignment as a new (within the past three years) adult education administrator.

<b>Name of Supervisor Making Nomination:</b>	<b>Position:</b>
<b>Work Phone and Ext:</b>	<b>Work E-mail:</b>



## Part II. NOMINEE'S STATEMENT – 2020 Leadership Institute

### Nominee's statement

Please use the space below to share your major focus of interest and reasons for wanting to participate in the Leadership Institute.

Applicant prefers mail sent to  home  school address (please check)

I have read the program description for the Leadership Institute and agree to participate fully in all activities.

Nominee's signature \_\_\_\_\_ Date \_\_\_\_\_

**Application deadline is Friday, November 15, 2019.**

Please send by email [eoka@air.org](mailto:eoka@air.org), fax 855-459-6213 Attn: Ellen Oka or  
Mail: CALPRO/AIR, Attn: Ellen Oka, 2151 River Plaza Drive, Suite 320, Sacramento, CA 95833

### Questions?

Contact Ellen Oka at [eoka@air.org](mailto:eoka@air.org) or call 916.286.8817.