

## ***SUPERINTENDENT DEVELOPMENT PROGRAM*** **MID-YEAR SESSION**

Revised April 2006 – replaces all other versions

### **Presentation Team Reports on the Superintendency**

At the Mid-Year Session each cohort must have ‘presentation teams’ of two associates making formal presentations (and one presentation team of three associates if the cohort team has an odd number). Each presentation team must **independently select, independently prepare, and independently present a formal oral report on the superintendency** using one of the team’s issues as foci (20 minutes maximum), and respond to faculty questions on the superintendency (20 minutes). The next day the presentation team will meet with the presentation faculty for a 20 minute faculty critique of the presentation.

All presentation teams from the cohort may be presenting at the same time, in different rooms. The presentation teams may use the same issue or different issues. Each formal presentation must be of the quality a superintendent would give to his/her Board of Education and include a one-page annotated handout of key points and observations **on the superintendency**. The formal oral presentation (and outline) should address the following:

- \* Briefly describe the issue and how you and the team went about its analysis, as well as your interaction with the component superintendent – **Maximum of 5 minutes**.
  
  - \* Describe what you learned about the role of the superintendent, and the superintendency. You should be prepared to discuss the four leadership dimensions (instructional, political, organizational and strategic), and the three environments (school, community and self) in the SDP model.
1. The focus of the report is the superintendency, not the issue.
  2. The 20-minute time limit for the formal oral report must be strictly followed - the report will be stopped by the faculty after 20 minutes.
  3. The last 20 minutes of the issue presentation will be for faculty questions. Visiting associates may participate in the questioning after the faculty has completed questioning.

**IMPORTANT:** One week prior to their presentation, the presentation team must electronically provide each presentation faculty (see Presentation Schedule - available two weeks prior to the Mid-Year Session) with (1) a copy of the approved Issue Proposal, (2) a copy of the issue product (as provided to the issue’s host superintendent, and (3) the presentation team’s one-page annotated handout of key points and observations on the superintendency.

### **ADMINISTRATOR’S NOTES**

**NOTE 1.** The program administer (Jim Merrins) must know the names of the associates on each presentation team at least three weeks prior to the Mid-Year Session, in time to develop the presentation schedule.

**NOTE 2.** A presentation team is two associates. This gives associates maximum participation in the presentation. A presentation team of three associates is only appropriate if there are an uneven number of associates on the cohort team.

Cohort Team of 4 = 2 Presentation Teams

Cohort Team of 5 = 2 Presentation Teams

Cohort Team of 6 = 3 Presentation Teams

Cohort Team of 7 = 3 Presentation Teams

Etc.

**NOTE 3.** Associates will be evaluated on all aspects of the presentation - preparation, compliance with presentation parameters, delivery, and responses to questions. The presentation standards are set forth in the "MID-YEAR PROFESSIONAL PRESENTATION EVALUATION RUBRIC" posted on the website. The standards are those expected of a superintendent of schools presenting to the board of education in a public setting. Profession dress for the presentation is expected.

**NOTE 4.** The "one page annotated outline" can be more than one page in length, but only reasonably so, and should focus on the superintendency (the issue was a vehicle for learning about the superintendency). The sample report templates provided by the program administrator (Jim Merrins) use the four leadership domains and three environments, and focus on the superintendency. The templates are only good examples. Presentation teams may use whatever format feels comfortable. Presentation teams must arrange for their own audiovisual equipment.

### **EVALUATION AND CRITIQUE**

The day following your presentation you will meet with the faculty to whom you presented. You will be asked to self evaluate your performance using the "MID-YEAR PROFESSIONAL PRESENTATION EVALUATION RUBRIC." The faculty will also provide you with their critique of your performance - preparation, compliance with presentation parameters, delivery, and responses to questions.