

# Head/Principal Training and Certification Transformation Academy

July 22<sup>nd</sup> to July 26<sup>th</sup>, 2019

Cairn University

Sponsored by Charter Oak Research and  
Christian School Management



## Contents

Introduction .....	3
Transformation Academy Syllabus .....	4
Leadership Levels .....	4
Leadership Progression .....	4
Agenda .....	5
Journal and Calendar/Plan .....	5
Curriculum .....	6
Projects .....	8

## Introduction

The mission of Transformation Academy is:

*To train, mentor, and inspire a generation of Christian school leaders who will transform their schools with and for the next generation of children to powerfully impact the world for Jesus.*

Christian School Management and Charter Oak Research are committed to:

- Following Jesus

We welcome and invite all who want to become Christian school leaders and/or want to deepen their Christian school leadership. At Transformation Academy, we are not Evangelicals, Reformed, Catholic, Episcopalian, Lutheran, Baptist; we are followers of Jesus who called us to be one (John 17:11).

- Service in the Real World

We are first of all washers of feet (John 17: 26). We are Jesus' hands in the real world, serving our children in grace and truth. If we are not willing to take off our outer garments, pick up a bowl of water, and kneel on the ground, we cannot be transformational.

- Trusting God

We are not blind in our trust. We open our eyes and we see the witness of Jesus, believe him in his prayer to the Father to protect us (John 17: 15), and walk in the power of the Spirit. We acknowledge our task to bring the loaves and fish; we are confident in the miracle that He will perform.

- Being messengers

We believe we are sent (John 17: 18, 20). We have a task to do, not a job to have. We are vocational, called to be Jesus' voice to this generation. It is not a political voice. It is the voice of resurrection, bringing hope and life where there is despair and death.

- Wisdom

We are strengthened by the knowledge of God the Creator, God the Redeemer, and God the Sanctifier. We have knowledge (John 17: 14, 26) and will use that knowledge creatively, reflectively, and authoritatively for transformation.

- Stewardship

We do not own our schools any more than we own ourselves. We have been given everything by the Father (John 17: 7). We are prayerful, intelligent, insightful, cunning stewards in order to be light in the world.

## Transformation Academy Syllabus

### Leadership Levels

The syllabus is in three layers:

1. Novice Leader (aspiring Principal/Head of School or in the first 5 years of leadership)
2. Experienced Leader (at least 3 years of leadership)
3. Mentor Leader (at least 7 years of leadership and taken Level 2)

Each level comprises a summer leadership retreat (Transformation Academy) and an academic year of subsequent action and reflection. Each level results in a Leadership Qualification endorsed by Christian School Management and Charter Oak Research:

Level One: Kletos (Called)

Level Two: Sophia (Wisdom)

Level Three: Poimen (Shepherd)

### Leadership Progression

Depending on the applicant, attendees may begin at either the Kletos or Sophia level. Applicants for the Poimen level must have attended the Sophia level.

Typically, the leader will progress through the three levels. The endorsement at any level will be in effect for three years. At the end of the three years, a Kletos must move to Sophia. A Sophia can maintain that endorsement by providing:

- the previous three year's enrollment numbers demonstrating success
- a letter from the Board President endorsing her/his leadership
- providing a copy of the school's Strategic Plan / Strategic Financial Management

A Poimen can maintain that endorsement by:

- demonstrating continued enrollment success
- providing a copy of the school's Strategic Plan / Strategic Financial Management
- mentoring a Transformation Academy Christian school leader for at least one of the three years

## Agenda

Each Transformation Academy is composed of 16 sessions

Monday 3.00 – 5.00 and 7.00 – 8.30

Tuesday, Wednesday, Thursday 8.00 – 10.00; 11.00 – 1.00; 2.30 – 4.30; 7.00 – 8.30

Friday 8.00 – 10.00, 10.30 – 12.30.

In the syllabus below, the following key should be used to interpret the sessions:

R – reflection (a metacognitive process)

T – teaching (direct instruction)

C – using your own school's data (putting knowledge into action)

W – worship and celebration (bowing before the Trinity – led by members of the Academy)

The time between the sessions (morning one hour, lunch 1.5 hours, afternoon/supper 2.5 hours) are intended for attendees to reflect, relax, pray, exercise, eat and drink, network, have individual consultations with the Academy faculty.

Individual consultations can include:

- application of teaching to their own unique circumstances
- discussion of a topic not covered that is applicable to them
- coaching of conflict situations
- deeper searching in their own vocations
- developing plans to implement when they return

## Journal and Calendar/Plan

Each attendee must maintain a journal for the week and have at least something written to reflect on each day.

Each attendee must develop a calendar/plan or similar for the coming year of takeaways from the Academy that they will put into effect. This calendar is part of their qualification and a copy must be provided electronically by the end of the Academy.

Curriculum

<b>Session</b>	<b>Kletos</b>	<b>Sophia</b>	<b>Poimen</b>
Monday 3-5	What Does It Mean to be Called? (R)	Joys and Traps of Experience (R)	Reflections on Leading and Learning (R)
Monday 7-8.30	Matthew 10: 38 (W)	Matthew 10: 38 (W)	Matthew 10: 38 (W)
Tuesday 8-10	The Board (T)	Leading from Below (T)	Leadership Succession (T/C)
Tuesday 11-1	Enrollment and Mission (T)	Collecting, Interpreting, and Using Data (T)	Collecting, Interpreting, and Using Data (T/C)
Tuesday 2.30-4.30	Enrollment and the Website (C)	Conflict Communications (T/C)	Mentoring Kletos / Sophia
Tuesday 7-8.30	Gen. 32: 25 (R/W)	Gen. 32: 25 (R/W)	Gen. 32: 25 (R/W)
Wed 8-10	Enrollment and Data (T)	Philanthropy – the Annual Fund (T)	Endowments and Planned Giving (T/C)
Wed 11-1	Enrollment and Parents (T)	Philanthropy – Leadership Giving (T)	Development – Major Gifts (T/C)
Wed 2.30-4.30	The CSM Enrollment Model (C)	Asking for Money (C)	Mentoring Kletos / Sophia
Wed 7-8.30	Psalms 150 (R/W)	Psalms 150 R/(W)	Psalms 150 (R/W)
Thursday 8-10	Who is the Student? (T)	Schedule (T)	Student Evaluation (T/C)
Thursday 11-1	Faculty Culture (T)	Faculty Evaluation (T)	Faculty Leadership (T/C)
Thursday 2.30-4.30	Leading Faculty (C)	Faculty Evaluation (C)	Mentoring Kletos / Sophia
Thursday 7-8.30	Phil. 4: 8 (R/W)	Phil. 4: 8 (R/W)	Phil. 4: 8 (R/W)
Friday 8-10	The Strategic Plan (T)	The Strategic Plan Update (T/C)	The Strategic Plan Update (T/C)
Friday 10.30-12.00	Strategic Financial Management (T/C)	Strategic Financial Management (T/C)	Strategic Financial Management (T/C)
12.00-1.00	Closing Ceremony and Lunch	Closing Ceremony and Lunch	Closing Ceremony and Lunch

## Mentoring

Each leader will be partnered with a mentor who is experienced, faithful, and wise. They will meet digitally once a month for 90 minutes over 8 months.

Jesus said: "Therefore, I am sending you prophets and sages and teachers." (Matthew 23: 24)

The mentor is a teacher (can instruct), a sage (can listen and interpret), and a prophet (can anticipate).

### Teacher (instruct)

Mentees should seek advice or assistance as needed.

Mentors help the mentee identify goals and challenges and set priorities for relevant personal growth according to the plan developed at Transformation Academy.

Mentors teach hope within resurrection schools.

### Sage (listen and interpret)

Mentoring is a structured dialogue where reflection is facilitated by the mentor.

The mentoring relationship is based on trust, confidentiality, mutual respect and sensitivity.

The mentor allows the mentee to drive the relationship and encourages them to take increasing responsibility for their own self-reflection and development.

Mentors acknowledge the benefits they gain from the process of mentoring.

### Prophet (anticipate)

Mentors provide supporting resources that facilitate and continue the mentee's continuing journey.

Mentors and mentees interrogate reality to ensure that the future is a light in the darkness.

Mentors and mentees pray together about the present and for the future.

**Note:** mentors are not an emotional crutch and are not trained counselors. They are educators and skilled professionals who will always push the mentee to faithful hope and skilled action. They will defer to other professionals if the mentee seeks advice and counsel beyond their competency.

## Projects

**Kletos:** to demonstrate a grasp of enrollment principles and to carry out a sophisticated enrollment strategy that has positive results

- Retention plan
- Enrollment / marketing plan
- Calendar
- Materials
- Website
- Events

Final Product: a report documenting the strategy and strategy outcomes. Approval of the report will result in the Kletos endorsement being given.

**Sophia:** to demonstrate either a grasp of philanthropy principles or faculty culture principles and to carry out a sophisticated strategy that has positive results.

### Philanthropy

- Philanthropy Plan
- Philanthropy Committee
- Annual Fund strategy and objectives
- Data collection, analysis, and application
- Materials
- Demonstrated skill in solicitation

Final Product: a report documenting the strategy and positive strategy outcomes. Approval of the report will result in the Sophia endorsement being given.

### Faculty Culture

- Development of a positive faculty culture demonstrated through survey data
- Practice of Christian Professional Learning Community / ies
- Implementation / improvement of a faculty evaluation process
- Faculty professional growth criteria, objectives, outcomes
- Demonstration of budget planning, budget use

Final Product: a report documenting the strategy and positive strategy outcomes. Approval of the report will result in the Sophia endorsement being given.

**Poimen:** to demonstrate mature leadership through a project of your own choosing and mentoring a member of the Kletos / Sophia cohort.

Final Product:

1. a report documenting the strategy and positive strategy outcomes.

2. A positive evaluation of the mentee

Approval of the report and mentoring will result in the Sophia endorsement being given.