



# Administrator Leadership Development Program

Welcome to the Administrator Leadership Development Program (ALD). This program is designed to prepare aspiring school leaders in New Mexico for the challenges and rewards of educational administration. This program is delivered through a blended learning format, incorporating rigorous weekend sessions, virtual learning, and hands-on internship experiences.

# ALD Program Overview

## 1 District-Driven Initiative

The ALD Program was created in response to requests from New Mexico school districts seeking a practitioner-based alternative licensure pathway to administration.

## 2 Rigorous Standards

The program aligns with the Excel NM Five Essential Practices ensuring a high level of preparation for aspiring administrators.

## 3 Intensive Program

The ALD Program is a 1-year intensive program designed to equip candidates with the knowledge, skills, and experience necessary for effective leadership.

## 4 Cohort Model

The program utilizes a cohort model, providing a supportive learning environment with 2 entry points during the year.



# Program Applicant Requirements

## Master's Degree

Candidates must hold a master's degree from an accredited university. The program encourages degrees relevant to education, such as Curriculum and Instruction, or related fields.

## NMPED License

Applicants must possess a valid Level II or Level III NMPED teaching license or related service license. This ensures a strong foundation in education and a commitment to teaching and learning.

## Recommendation

A recommendation from a superintendent or charter leader is required, showcasing the candidate's leadership potential and the support of their current organization. The form downloaded during enrollment times, must be completed and sent from the Superintendent's email to the Leadership Development email.

## Mentor Training

Candidates must have a mentor who has been trained by a CES facilitator to guide them through the internship and provide valuable support and feedback. Your selected Admin who will be your mentor and will be required to complete 1 mentor training with our CES Facilitator.

## Commitment to District

Candidates must commit to working for at least three years in their current district or charter school following completion of the program, demonstrating a long-term commitment to the community and school system.

## District-Led Recruitment

The program emphasizes a "grow your own" approach to leadership development. Candidate recruitment is conducted through school districts and charter schools, aiming to build capacity within the existing educational workforce.

# ALD Program Structure

## Weekend Sessions

Course content is delivered over 6 rigorous weekends (12 hours each) by experienced, highly skilled administrators in various geographic locations around NM. These intensive sessions offer a hands-on, interactive learning experience, allowing participants to engage with leading practitioners in the field.

## Virtual Sessions

Virtual sessions, provided bi-monthly (20 hours), are led by subject matter specialists, attorneys, and current superintendents and administrators. These sessions offer a flexible and accessible platform for learning, covering a wide range of topics relevant to administrative leadership. Participants can connect with experts from across the state and engage in virtual discussions and activities.

# Internship Requirements

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## Mentor Selection

CES and your school district will work together to select a mentor for your internship.

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2

## Mentor Training

Your mentor will attend a virtual training with a CES facilitator to learn about the internship program.

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## Internship Handbook

You'll receive a handbook with recommended internship activities and templates for each HOUSSE domain.

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## Supervised Internship

You must complete at least 180 hours of supervised internship activities.

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## School Year Coverage

Your internship must include activities related to opening and closing the school year.

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## Written Reflection

You will write reflections on your internship activities to connect the course content with real-world leadership experiences.

# ALD Supports to Candidates

## Executive Coaching– 2nd semester.

Monthly individual coaching sessions provide personalized guidance and support to help candidates develop their leadership skills and address specific challenges they may encounter during the program.

## Mentor Training

Mentors receive ongoing training from CES facilitators each semester, equipping them with the knowledge and tools to effectively support candidates throughout their internship experiences.

## Cohort Collaboration

The cohort model fosters a strong sense of community, promoting peer-to-peer learning, networking opportunities, and shared experiences among program participants.

## Virtual Learning Resources

A variety of virtual learning resources are available, such as webinars, online forums, and curated articles, providing ongoing professional development and enhancing learning beyond the in-person sessions.

## Continuing Education Partnership

A memorandum of understanding (MOU) with a higher education institution provides opportunities for ALD graduates to pursue continuing education and advanced degrees, furthering their professional growth.

# Payment Options

1

## Review Payment Options

Choose a payment method: self-pay or district PO during application process.

2

## Complete Form

Submit your selection by the deadline.

3

## Payment Link or Invoice

Receive your payment link or invoice once accepted into cohort.

4

## First Semester Fee

\$1,000 for self-pay participants.



PAYMENT  
OPTIONS





# Required Online Sessions

- 1 Leadership Series  
Two required sessions each semester.
- 2 Special Education for Leaders  
One required session each semester.
- 3 Total Sessions  
Six online sessions are required for the program.



# Have additional questions?



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## Contact Information

Please contact us at [leadershipdevelopment@ces.org](mailto:leadershipdevelopment@ces.org).

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## CES Website

Visit our website at [ces.org/leadershipdevelopment](https://ces.org/leadershipdevelopment) for more details and resources.

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