



# Checklist for Director Mentor Application

## MINIMUM QUALIFICATIONS NECESSARY TO APPLY

- No fewer than three years of experience in an ECE supervisory role (does not need to be current);
- Completion of at least three semester units in ECE administration and/or supervision;
- Certificate of completion of a Director Mentor Information Session (This certificate is not necessary if Director Mentor Institute was completed before 6/30/2009);
- Certificate of completion of a Director Mentor Institute;
- Completion of a Program Administration Scale (PAS) self-study and selection of seven PAS items to discuss with a site visit team of two Selection Committee members.

## PACKET CHECKLIST

The Director Mentor application requires submitting the following information to the Mentor Selection Committee. Only completed application packets will be reviewed by the Selection Committee.

*Note: Selection Committees reserve the right to require additional documentation.*

### **Please submit:**

Director Mentor Application.

Your current job description (if one already exists).

An official transcript verifying at least three semester units in ECE administration and/or supervision.

Verification of completion of a Director Mentor Institute.

Results of your program's most recent quality assessment (if one has been done in the last three years).

### **HAVE YOU (please check):**

Completed the nine-page Director Mentor Application?

Received your supervisor's signature on Page 2?

Indicated your program type on Page 2?

Indicated on Page 8 which areas of the Program Administration Scale (PAS) you choose to be interviewed about by the Selection Committee?

Included names and contact information for five references?

### **Please send completed application packet to:**