

USD Leadership School

Program Description, Selection Process, and Implementation October, 2012

Program description:

The full program will consist of three components.

1. Completion of Ohlone College coursework:

- a. Completion of 2 mandatory courses through the Ohlone College On-line Business Supervision program: Management of Human Resources, and either Fundamentals of Supervision or Leadership in Organizations.
- b. Completion of 1 additional Ohlone on-line BS course
- c. Students must demonstrate ongoing satisfactory performance and receive a final grade of C or above to remain in the program.
- d. Note: Expenses for registration fees and books will be approved and reimbursed through the Employee Education Policy #5330. Course work will be done on the employees' own time.

2. Attendance at in-house courses

- a. Prerequisite: concurrent enrollment in at least one Ohlone class
- b. Topics presented by USD staff
- c. Approximately 15 half-day sessions over 12-18 months (see attached list)
- d. Courses will provide additional information which will complement Ohlone class work and give students opportunities to discuss what they're learning.
- e. Courses will focus on public sector and USD-specific policies and processes.
- f. Students will be assessed by the instructors and must demonstrate satisfactory attendance and performance in order to remain in the program.

3. Participation in a Mentoring Program:

- a. Under the review of an Executive Team mentor, participants will complete a professional development goal that provides opportunities for participants to practice and apply what they are learning.
- b. See attached for more detail about Executive Team mentoring.

Selection criteria:

Minimum qualifications for participation are:

- Must have passed probation in their current USD position.
- One year of experience in a journey-level or higher position (could be outside USD).
- Demonstration of leadership skills on the job; for example, project management, team leadership, Union leadership.
- Satisfactory performance
 - No written reprimand or plan of improvement for 1 year
 - No suspension or equivalent discipline for 2 years
 - No written reprimand, plan of improvement, suspension or equivalent discipline while participating in the program

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Selection process:

- A maximum of 4 USD employees will be enrolled **in the mentoring portion** of the program at any time.
- Other qualified applicants (up to a total of 8) can participate in the Ohlone courses and in-house sessions while they wait for space in the mentoring portion of the program.
- Interested employees will be required to complete an application describing why they want to participate in the program and how they have demonstrated leadership skills in the course of their work and in other activities.
- Applicants will be required to commit to completing the program within 24 months.
- Applicants must include a letter of recommendation from someone at USD that he or she has worked with while the applicant was in a leadership role.
- A panel consisting of one ET member, one Coach, an HR representative, and a Union representative will review the applications and make a recommendation for participation to the GM.

Operational (and other) Considerations:

- Management can limit participation based on resources and operational needs.
- Scheduling of in-house courses is subject to change based on operational needs.
- The program can be changed by management at any time.
- Management will evaluate the costs and benefits of the program after the first series is completed.
- Participation in the program does not constitute a promise of promotion.