



INSTITUTE FOR CATHOLIC LIBERAL EDUCATION

2023-2024 School Leadership Academy **Program Syllabus**

Program Description:

This is an executive training and coaching program in which the limited number of participants meet three times per month for ten months. The Academy will also include an in-person component consisting of a private School Leaders Forum in October in Denver, hosted by Our Lady of Lourdes. Each subsequent month will consist of four components:

Teaching Webinar [1 hour]

Personal Consultation/One-on-one coaching [30 minutes]

Summary teaching and Q&A Zoom Cohort Gathering [1 hour]

Monthly Assignment

The Fall term will focus on re-establishing our understanding of the foundational principles of our calling as Catholic educators and leaders. Without grounding ourselves in the fundamentals, we will fall short in our ability to implement the particular demands of school leadership. Some practical application scenarios will come up, but that is much more prevalent in the next term.

The Spring term will move into the practical applications of the philosophy and mission of our calling. Both the teaching webinar and Zoom gatherings will expect all members of the cohort to bring to the discussion practical questions, scenarios, and each participant's own wisdom for the benefit of all.

Throughout the program, participants will be guided through exercises that will offer substantial practical tools for immediate use. We all know as educators that without being able to breathe forth what we learn, understanding and retention is marginal, at best. Therefore, the exercises/assignments are key to growing from the program in the way that it is intended. In order to receive certification of successful completion, all assignments need to be completed during the course of the Academy. Individual assignments may be adjusted for unique school situations. Our consultants will consider alternative assignments, but timely submissions and feedback are important to gain the full benefit of the Academy.

Zoom Links: [August Retreat](#)
[All Teachings Webinars and Cohort Gatherings](#)

August 7-8 **Orientation Retreat - Casting the Vision and Setting the Mission**
Monday & Tuesday 9:00-11:00 a.m. Mountain time

Reading: HSTCS, [DIVINI ILLIUS MAGISTRI](#),
[GRAVISSIMUM EDUCATIONIS](#)

Assignment: Mission & Vision Statement review, integrating school's patron

September 5 **Faculty Formation & Curriculum Planning 2:00-3:00p.m. Mountain Time**

Reading: [The Seven Laws of Teaching](#); sections from [The Art of Teaching](#)

Assignment: Create faculty training using ideas from resources; create tool to use during teacher observation

September 19 Discussion and planning on faculty development including inclusive education

October 3 **The Role of the Family & Parent Education 2:00-3:00p.m. Mountain Time**

Reading: [The Collapse of Parenting](#); excerpts from Church documents

Assignment: Write a parent communication; assess parent groups and plan for improving parent involvement

October 17 Parent formation planning and implementing discussion

November 7 **Pedagogy & Integration 2:00-3:00p.m. Mountain Time**

Reading: "[The Lost Tools of Learning](#)," [SJA Plan](#), selections from [Norms and Nobility](#)

Assignment: Integration of one content area; prepare PD day on pedagogy

November 21 Teacher formation and curriculum discussion/planning

December 5 **Leadership & Prayer 2:00-3:00p.m. Mountain Time**

Reading: Luke 10.38-42

Assignment: Assess prayer life & make spiritual goals

December 19 No-mini session, replaced with all participant Holy Hour

**January 9 Enrollment Management & Marketing 2:00-3:00p.m. Mountain Time
(date change due to Christmas break)**

Reading: TBD

Assignment: review & update marketing materials; create target goals for enrollment

January 23 Enrollment strategy and marketing efforts discussion

February 6 **Hiring and Onboarding 2:00-3:00p.m. Mountain Time**

Reading: [*LAY CATHOLICS IN SCHOOLS: WITNESSES TO FAITH*](#)

Assignment: create interview questions, explore recruitment options

February 20 Recruiting and hiring discussion

March 5 **Culture & Environment 2:00-3:00p.m. Mountain Time**

Reading: Charlotte Mason & Maria Montessori selections

Assignment: Plan a faculty meeting on the importance of classroom environment;
create a three year plan for school aesthetics

March 19 Beauty in the school discussion

**April 9 Fundraising & Budgeting 2:00-3:00p.m. Mountain Time
(date change due to Easter break)**

Reading: Model Schools' Annual Reports; review of budgets

Assignment: Identify needs and prospective donors; plan initial donor meetings

April 23 Fundraising & budgeting discussion

May 7 Curriculum Review and Goal Setting 2:00-3:00 p.m. Mountain Time

Reading: TBD

May 21 Closing Session

Postscript: We encourage you to all continue your relationship with each other in future years. Lean on each other for that professional and spiritual counsel that we all need in this kind of ministry. And mostly, let us remember to continue to pray for one another, always.