



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents  
Human Resources Departments  
Professional Development Departments

**FROM:** Bruce Moseley, Director  
Office of School Leadership

**DATE:** February 12, 2015

**RE:** Institute for District Administrators (IDA)

The Office of School Leadership will again offer leadership training for district administrators in 2015–16. The Institute for District Administrators (IDA) program, designed specifically to meet the professional development needs of leaders at the district level, is targeted for assistant superintendents, program directors, coordinators, supervisors, and district officers.

The IDA professional development activities and assignments are based on adult-learning theory and focus upon skills and traits necessary to succeed as a district-level leader. The year-long program is built around the five learning strands that are aligned with ISLLC, ELCC, and AASA standards:

- Leading with Self-Knowledge
- Leading Change
- Leading Collaboration
- Leading Student Achievement
- Leading an Effective Organization

Curriculum topics include leadership skills and styles, critical communication, dynamics of change, capacity building, awareness of diversity in the workplace, and organizational management.

This institute consists of four (4) two-day sessions held in Columbia. Attendance at all sessions is required to receive four (4) hours of recertification credit (80 points). Additionally, in accordance with the manual *Required Credentials for Professional Staff Members in the*

Institute for District Administrators (IDA)

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*Instructional Programs of South Carolina's Public Schools*, this institute satisfies the training requirement for district directors and supervisors who otherwise do not currently hold an administrative certificate. Training dates are as follows:

May 20–21, 2015

September 10–11, 2015

July 16–17, 2015

November 5–6, 2015

Districts will be responsible for travel expenses, lodging, meals, and a participation fee of \$100, which includes lunch for all eight (8) days. IDA will cover tuition as well as the cost of materials, supplies, and coffee.

The class is limited to 25 participants. The first 25 completed registration applications will be confirmed, with **registration closing on Friday, April 24**. Additionally, interested participants should register ONLINE by completing the registration process at <https://www.surveymonkey.com/s/DHVYFNV>. Because district **superintendents** must endorse his or her employees' participation, he or she should send a confirmation e-mail from the district account to Dr. Long or Ms. Barefoot at either of the e-mail addresses below. Please disseminate as needed and encourage appropriate district personnel to apply.

For additional information, please call or e-mail:

Dr. Jeff Long, [jlong@ed.sc.gov](mailto:jlong@ed.sc.gov), (803) 896-0214

Sally Barefoot, [sbarefoot@ed.sc.gov](mailto:sbarefoot@ed.sc.gov), (803) 896-0202