

NAIS FELLOWSHIP FOR ASPIRING SCHOOL HEADS INSTITUTE

2023-2024 NAIS Fellowship for Aspiring School Heads: Experience Passport

Overview: In the upcoming months, you will participate in a variety of experiences that comprise the NAIS Fellowship for Aspiring Heads program. Some experiences will be individual conversations with your mentor, while other experiences will be in the context of the whole group, or your mentor group. The experiences are outlined below, grouped in categories, in a format to help you keep track of your progress throughout the program.

| Mentor Connections | Target Date | Date Completed |
|--|---------------|----------------|
| Mentor Group Introduction / Breakout Room Visit (Virtual) | February 2023 | |
| Call #1 Review Resume and Personal Statement | March/April | |
| Call #2 Plan & Schedule Head of School Shadow Visit, Discus Reflection of Shadow Visit | May/June | |
| Call #3 Review Experiential Gaps, Individual Goal Setting and Mock Interview | September | |
| Call #4 Search Preparation, Review HOS Interview(s), Discuss Board Visit / Interview | November | |
| Call #5 Discuss Opportunities for Governance Experiences | January | |
| At Annual Conference: Review Fellowship Experience and Next Steps | February 2024 | |

| NAIS Experiences | Target Date | Date Completed |
|---|------------------|----------------|
| Fellowship Introductory Session at Annual Conference | Feb 22, 2023 | |
| 2023 Annual Conference | Feb 22-24, 2023 | |
| Anne-Evan Research Presentation / Intro to Mentor Group Project | May, 2023 | |
| Summer Institute | July 17-21, 2022 | |
| Fellowship Concluding Session at Annual Conference | Feb 2023 | |
| 2023 Annual Conference | Feb 2023 | |

| External Experiences | Target Date | Date Completed |
|---|---------------|----------------|
| Board Meeting Attendance or Board Chair Interview | December 2023 | |
| Collaborative Mentor Group Project | Feb 2024 | |

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| Reflection, Writing and Self-Marketing | Target Date | Date Completed |
|---|----------------|----------------|
| Resume and Educational Philosophy Statement Completed | May 2023 | |
| Reflect on experiential gaps | September 2023 | |
| Headlines/Elevator Speech | October 2023 | |
| Reflection on Head of School Shadowing Visit | January 2024 | |

| Mentor Group Project | Target Date | Date Completed |
|---|----------------|----------------|
| Identify project title & hypothesis, draft a project timeline, schedule monthly project conference calls for your group & determine a monthly date for sending written updates to your mentor. | July 2023 | |
| Create a half-page explanation of your project, including three to five goals and objectives. | August 2023 | |
| Identify research and data you will use for your project; and document these resources. Identify any challenges your group is having meeting its goals and objectives. Propose solutions to any challenges facing your group. | September 2023 | |
| Submit a title and short description of your project, along with goals, objectives, project hypothesis, and research or data-based findings to date. | October 2023 | |
| Submit a final draft of your project & your plan for your group presentation that you will deliver at the NAIS Annual Conference in February 2024. | February 2023 | |