



Center for School Leadership

Call for Expression of Interest

This call for expression of interest is addressed to local and foreign trainers with expertise in the field of Education Leadership. Interested applicants will potentially deliver training modules in the framework of the Compulsory Training Program of in-service and aspiring principals/ vice principals of pre-higher education institutions in Albania, implemented by the Center for School Leadership.

Tirana, Albania



Contents

Introduction of the Center for School Leadership (CSL)	3
Background	3
Scope of the service.....	4
Target Participants.....	5
Number of Participants.....	5
Expectations from the CSL	5
Qualification and Experience of the Trainer (Service Provider).....	6
Deliverables.....	6
Training Delivery Details.....	7
Duration of training	7
Language of Training Modules	8
Training Venue.....	8
Evaluation and selection criteria	8
Submission of application	9



Introduction of the Center for School Leadership (CSL)

Center for School Leadership (CSL) has been established as result of cooperation between Albanian-American Development Foundation (AADF) and Ministry of Education, Sports and Youth (MoESY) aiming to support the professional development of in-service, vice- principals and aspiring principals of public or private pre-university educational institutions, by administering the compulsory training, certification process and provide on-the-job continuous professional development training. In close collaboration with MoESY, the law in Pre-University education system has been revised and approved by Albanian Parliament in July 2018 (Law No. 48, 23.07.2018) and includes managerial and administrative training and professional certification as an additional mandatory requirement to exercise the role as a school principal. Based on the Decision of Council 80 of Ministers No. 540 date 19.09.2019, The Center for School Leadership has managerial, administrative, financial and technical independence and it is functional since October 2018.

Background

School leadership plays an important role in improving overall school outcomes by influencing the motivations and capacities of teachers, as well as the school climate and ambiance. The Center for School Leadership's main goal is creating and establishing a worthy and quality school principal program for training and preparing better school principals.

A needs assessment study evaluated the needs for professional development of school principals. Final findings and recommendations were published in June 2019. These findings helped MoESY to review and revise the latest Standards of Evaluation for School Principals in Albania and other related documents to school principals' role by reflecting the principal needs and the Albanian context. Based on the recommendations and other research, the Center for School Leadership has formulated an up-to-date learning approach for both in- service training and professional development for on the job training, based on the latest worldwide knowledge in the field of training school principals. The same training requirements apply for aspiring principals training programs.

The Ministry of Education Sports and Youth simultaneously led a number of key policy measures that support CSL in its endeavor to affect the expected knowledge and



skills required of a school principal as well as the content adaptations of worldwide best practices content taught in the leadership training programs.

Based on the Needs Assessment study and further research mentioned, the Center for School Leadership has created a high quality training program with modules that are crucial for the role of the in service principals, vice-principals and for teachers who aspire to have a school principal role in the future. The training program is composed of nine main modules and is implemented in a nine-months training program.

The Center for School Leadership is carrying out all the necessary actions to conduct training for in-service and aspiring school principals, including the selection of the training institutions, screening candidates for the training program, evaluation and monitoring quality control of the training programs, as well as providing a data-based knowledge infrastructure for conducting research and development processes to improve the needed processes for the improvement of school leaders in Albania.

In 2020, the Center for School Leadership graduated and certified 46 principals, vice principals and aspiring teachers who successfully accomplished the Compulsory Training requirement and certification process. The Center will continue to provide training programs for principals, vice principals and aspiring teachers in Albania.

Scope of the service

The scope of the Center for School Leadership is to provide an effective practical training of the acting school principals, vice principals and aspiring school principals for the improvement of their role as principals, focusing on instructional leadership while raising the commitment for improving emotional and psychological climate and the teaching and learning process as well.

In order to deliver the training program, the Center for School Leadership is interested to contract local and foreign trainers that have the best skills and qualifications for providing high quality trainings for in service principals/vice principals and aspiring principals in the Compulsory Training program.

Through this call for expression of interest, the Center for School Leadership has the expectation to create a pool of the potential trainers that have the required academic background and expertise in the modules that CSL offers. The selected trainers will be responsible for conducting the trainings based on the CSL Training Manual, which focus on the development of professional capacities in leadership of school principals.



The Center for School Leadership has designed a Training Manual with nine main modules in the framework of the Compulsory Training Program, that are important for a school principal to have in their role as a school leader. The modules are as following:

1. Content in developing Vision and Strategy for school improvement and managing change.
2. Effective teaching and learning
3. Pedagogic diagnosis of the school
4. Observation, feedback, and another mechanism to advance teacher.
5. Data - based pedagogic leadership
6. Content in Effective management of people, resources and finances.
7. Content in leading transformational change within the context of legislation of Albanian Law.
8. Leading partnerships with parents and the broader community.
9. Content of modeling professional development of self and others to develop effective teams and staff.

Note: For more information on the modules, please find a descriptive material on the sections of each module in the Annex Section.

Target Participants

The program is a Compulsory training program for the certification as principals of the in-service principals/vice principals and aspiring teachers. The target population of the program are the principals, vice principals and aspiring teachers who apply to be part of the Compulsory Training Program of CSL.

The primary role of school principals is to introduce educational and instructional leadership to improve the education and learning of all students.

Number of Participants

The Center for School Leadership will train several groups of in service/vice-principals and aspiring teacher in the same cohort. Based on the CSL model, one group will have an average number of 25-27 participants and will not exceed 27 participants per group. This number of participants gives the opportunity for a high-quality training, with active engagement of all the participants.

Expectations from the CSL

Through this call for expression of interest, the Center for School Leadership expects to create a database with the experts in the field of Education leadership who will be



considered as potential trainers for the Compulsory Training Program offered by the Center for School Leadership.

CSL will conduct an evaluation process of the candidates who will send the expression of interest; however, they will be contacted only if their qualification matches the expectations of CSL and when their service will be required.

Qualification and Experience of the Trainer (Service Provider)

CSL is seeking to identify and contract trainers who show a deep understanding of teaching, learning and school leadership. As a minimum requirement, the Center for School Leadership is seeking for Albanian and foreign trainers with:

- Academic background in Education leadership and/or in similar fields.
- Expertise in the fields of teaching, learning and school leadership and management.
- At least five years of experience in the related fields.
- Up-to-date knowledge in the area of school leadership, particularly the relationship between the principal's role and the improvement of teaching, learning, and student achievement.
- Well established experience in delivering high quality trainings.
- Excellent communication skills, both in written and spoken form.

Other important considerations for the interested trainers:

- Availability to travel in different cities of Albania where trainings are held
- Availability to work during weekends (Friday afternoon and Saturday) as the trainings will be organized in this time frame.

Deliverables

The deliverables for the trainings are as following:

- Design an excellent work plan for developing the training based on the CSL manual, including strategy and proposed methodologies, as well as quality indicators of the training.
- Successful facilitation/delivery of the training and workshops.
- Technical advice and support to participants during the training.
- Evaluation of the participants works and projects during the training activities.
- Final report on the training implementation after finishing the training and workshops.



Training Delivery Details

- The trainer will need to provide a clear plan for developing the training module including the methodology, exercises and presentations that will be used for the training.
- Program contents will be based on in-service and aspiring principal understanding and needs of the role of a school principal. The training will be expressed in various methodologies in the frameworks of study, lessons, practical experience, group and personal projects, simulations, case studies and managerial tools.
- Training programs will be required to include additional content, in accordance with MoESY current policy.
- Content will be studied with reference to the diversity of learners, worldviews and educational pedagogic approaches in Albania society.
- The trainer will need to ensure an active participation of the participants during the training and is responsible for providing technical support to the participants when it is necessary.
- In addition, the trainer needs to advice participants on the works and projects that participants need to submit as part of their learning experience from the training.
- The trainer will be responsible for evaluating the works and projects prepared by the participants.
- In the end of the service, the trainers will prepare a final report based on the CSL reporting format.

Duration of training

The duration of the training for each of the training for each module is shown in Table 1. One academic hour is 50 minutes of class time with 10 minutes break between the classes. The number of hours per module include in class hours and work/projects that participants need to prepare in their self-study time.

Table 1

Name of the module	Number of hours/modules
1- Content in developing Vision and Strategy for school improvement and managing change.	36 hours
2- Effective teaching and learning	36 hours
3- Pedagogic diagnosis of the school	36 hours
4- Observation, feedback, and another mechanism to advance teacher.	36 hours



5- Data - based pedagogic leadership	18 hours
6- Content in Effective management of people, resources and finances.	18 hours
7- Content in leading transformational change within the context of legislation of Albanian Law.	18 hours
8- Leading partnerships with parents and the broader community.	36 hours
9- Content of modeling professional development of self and others to develop effective teams and staff.	36 hours

Language of Training Modules

Program will be conducted in Albanian Language in case the native language of the trainer is Albanian. In case the trainers are from other Nationalities, the training will be delivered in English, and the trainer will be accompanied by a translator.

Training Venue

Trainings will take place in venues defined by the Center for School Leadership. The sessions usually take place in University premises or in other meeting rooms contracted by CSL.

The Center for School Leadership will ensure that the venues are appropriate for trainings and that they have all the necessary materials.

The trainings will take place in different cities of Albania. As such, it is required that the trainers provide their services in different cities where the trainings are held.

Trainers can include the travel expenses in the financial offer that they will provide as part of the call for expression of interest if they will use their own vehicles for transportation.

Evaluation and selection criteria

The applicants will be evaluated by a committee of the Center for School Leadership. The components that will be evaluated are as following:

- Academic background in Educational Leadership and/or in one of the six modules of the Center for School Leadership.
- Experience in the field of Education Leadership and Training delivery.
- Financial offer (hourly fee).



Submission of application

The interested applicants will bring the required documents as following:

- Copy of a CV in the format required by CSL (attached in the Annex section)
- Technical and Financial Offer in the format required by CSL (attached in the Annex section)
- Specification of the module that the applicant is interested to provide.

One applicant can apply in one or more modules based on the interest and field of expertise.

All the required information need to be submitted in the email address info@csl.edu.al/ no later than **23 October 2020**.

For questions related to the call for expression of interest, please send an email in the email address info@csl.edu.al/



Annex

1. Description of the CSL training modules.



Module Sections of
the Compulsory Train

2. Application documents.

Copy of CV and technical and financial form.



CVEuropassExpert
eng.doc



Technical and
Financial Offer.docx

