

# **Casting Your Next Leadership Class**

**Petra Davis-Johnson  
Area F**

**[pmdavis@capousd.org](mailto:pmdavis@capousd.org)**

**How do you make selecting the right talent for your program as objective as possible? A task based interview process will allow you to audition students in a real-life setting. You can see first hand how they work in groups, handle stress, organize their time, prioritize, take initiative and in general follow directions; these are all the skills that will be put to use in your leadership class. This is a game changer!**

# LEADERSHIP

## Leadership Electives ASB and PAL

**Do you want to be a leader at LFMS?**

- There is one online application for leadership on Schoolloop.
- You will receive an invitation to the task-based interviews via Schoolloop. Check your email!
- Complete all of the tasks and bring all of the supplies that are necessary for the interviews. Don't forget to complete the teacher recommendations too.
- During the task-based interviews, Mrs. Davis-Johnson and Mrs. Vollebregt will be evaluating your leadership qualities and placing you in either ASB or PAL.

**March 8: Leadership Applications due**

**March 9: Check emails for interview invitations and for activities to complete**

**March 14: Interviews by invitation only**

# LFMS Leadership Electives

## ASB and PAL

### Teacher Recommendations

1. Print out this sheet and 3 copies of the teacher recommendation forms.
2. Deliver recommendations to 3 teachers.
  - a. Fill out the top of each recommendation with your name, the name of your teacher, and the subject that they teach.
  - b. Teachers must be *from this school year*.
  - c. One must go to your *Science or Math* teacher
  - d. One must go to your *English or Social Science* teacher.
  - e. One must go to your *Elective or PE* teacher.
  - f. All recommendations *must be delivered to teachers by March 14th*.
  - g. Turn this form in on the 14th during your tasked based interview.

Your name: \_\_\_\_\_

Teachers that you chose to give recommendations to:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

March 13: Recommendation forms due to teachers.

March 14: Task Based Interview

## Leadership Recommendation Form

**Student Name** \_\_\_\_\_

**Teacher Name** \_\_\_\_\_ **Subject** \_\_\_\_\_

The above-mentioned student is applying for a LEADERSHIP position on ASB or PAL. We need your help in evaluating this student's qualifications. Thank you for taking the time to fill out this confidential evaluation. Your input is extremely valuable. Do not return this form to the student.

Thanks,  
Kirschel and Petra

**RANKINGS:** Please use check marks to rank the student on the scale below.

	0 Far Below Average	1 Below Average	2 Average	3 Above Average	4 Far Above Average
Responsibility					
School Pride					
Citizenship					
Communication					
Leadership					
Commitment					
Group Work					
Critical Thinking					
Work Habits					
Organization					

**CITIZENSHIP:** How would you describe this student's citizenship in your class? Please circle one.

Unsatisfactory	Needs Work	Satisfactory	Outstanding
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**RECOMMENDATION:** Do you recommend this student to a leadership position? Please circle one.

I do not recommend.	I recommend with reservations.	I recommend.	I strongly recommend.
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**RECOMMENDATION:** Which class do you think would be the best fit for this student? Circle one.

I do not recommend.	ASB	PAL	Either class.
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**COMMENTS** (Please use the back too if needed):

**TEACHER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*\*\*Please return to Kirschel's or Petra's box by March 22nd, 2019\*\*\*\***

**Dear Leadership Candidate,**

**Thank you for submitting an application for next year's ASB /PAL class. We are excited to learn more about you! Interviews will be taking place on Thursday, March 14th. Please read this letter very carefully as there is A LOT of information provided.**

**In order to conduct the interviews, you will be released from some of your class periods. You have been assigned a time to report to L107 - ASB Room Please check to see which period block you have been assigned and if for any reason there is a conflict, you need to come and see Mrs. Davis-Johnson or Mrs. Vollebregt personally on Monday, March 11<sup>th</sup> in room G101 or J107 to reschedule your appointment time. We have already emailed all the teachers and they are aware that you will be missing classes. However, it is highly recommend that you email the teachers for whom you will be missing class, inform them of your upcoming absence, and ask about make up work. If you do this, please send the email to both your teachers, Mrs. Davis-Johnson and Mrs. Vollebregt. Please make sure any work that you have due on Thursday for the classes for which you will be absent is turned in to the teacher or their mailbox on that day.**

**Interviews are *task-based*. This means that you will be asked to complete a variety of tasks that mimic a "real-world" experience inside of a leadership class. You will have the allotted interview time in which you will need to complete ALL of your tasks. If you finish your tasks early, you may return to class.**

**In preparation for the interview, we ask that you complete all of the following tasks:**

- 1. Join Google Classroom: Join the Leadership Google classroom, the code to join is 4hf3zb. On classroom, you will find support for the tasks that you must complete.**
- 2. Teacher Recommendations: You will find instructions on how to complete Teacher recommendations. These are available on Google Classroom.**
  - a. You will need to print 3 forms.**
  - b. Choose 3 teachers to have complete the forms; 1 from Math or Science, 1 from English or Social Science, and 1 from PE or Electives. Deliver the forms to your teachers by March 13th.**
  - c. Teachers will return these to us, not you.**
  - d. Print and complete the form on Classroom telling us which teachers that you have chosen AND bring this form with you to your interview on March 14th**
- 3. Object Presentation: Prepare a 1 minute presentation based on an object you have chosen that best represents who you are and why you would be a good fit for our leadership programs.**
  - a. Further directions available on Google Classroom.**
  - b. Be prepared to speak for 1 minute.**
  - c. You will be making this presentation directly to Mrs. Davis-Johnson, Mrs. Vollebregt and student representatives from ASB & PAL.**

4. **Flip Grid Response** - You will be making a quick video response to a prompt on the FlipGrid App.
  - a. This can be done on a computer, chromebook or on your phone.
  - b. Directions on how to access can be found in the Leadership Google Classroom.
  - c. Please have this done **PRIOR** to your interview. Flip Grids are due March 14th.
  
5. **Name Plates**: Please **type** out your first and last name in 3 different fonts (one large version of your name on each line - see sample provided), **print** them out, and **bring** them with you to the interview. You will be using these as name tags and labels during the interview. If you do not have access to a computer or printer at home, you can use the library before school or during break.
  
6. **Photos**: Please **bring a picture of yourself**. This will be used for identification, so the picture should be of your face or face and upper body, such as a school picture. You will not get this back. A photocopy of a picture is fine.

*To help interviews go smoothly, please read the information on the next page:*

**WHAT: Task-Based Interviews**

**WHEN: Thursday, March 14, 2019**

<b>Your Grade</b>	<b>Start Time</b>	<b>Periods</b>
<b>6th Graders</b>	<b>Report at 12:41</b>	<b>Periods 4 &amp; 5</b>
<b>7th Graders</b>	<b>Report at 9:08</b>	<b>Periods 1 &amp; 2</b>

**\*\* Report at the start of your assigned block!**

**\*\* And, be sure to report to PRIDE if you are a 7th grader. 6th graders will report to the Bear Den immediately after lunch.**

**WHERE: Meet in L107 - ASB Room**

**MATERIALS NEEDED:** You will be using tape, scissors, a pen/pencil, and markers. We will have some available, but if you can bring your own, it would be helpful and allow you to complete tasks efficiently.

**DRESS:** Please wear something comfortable as you will be doing a team building activity and may be working on the floor or ground at times.

**NO MAKE-UP DATES:** This is the **ONLY** interview date, if you are absent or forget to come, there will not be any make up interview times. **No Exceptions!** You will not receive a reminder regarding your interview time, so please make note of this in your Agenda.

If you would like a copy of the information in this email in a document format, you will find this in the Google classroom mentioned earlier.

We look forward to seeing you on March 14th!

Sincerely,

Mrs. Davis-Johnson & Mrs. Vollebregt

Sample names plates (Notice their size!):

**ANTONIO FLORES**

Antonio Flores

***Antonio Flores***



# USING GOOGLE CLASSROOM



**Petra Davis posted a new material: Object Presentation**  
Mar 10, 2019



**Petra Davis posted a new material: Letter to Candidates**  
Mar 3, 2019 (Edited Mar 6, 2019)



**Petra Davis posted a new material: Flip Grid Response Directions and Link**  
Mar 3, 2019 (Edited Mar 12, 2019)



**Petra Davis posted a new material: Teacher Recommendation Directions & Form**  
Mar 3, 2019 (Edited Mar 7, 2019)

# Leadership Task Oriented Interview Grid

## LFMS ASB/PAL 2019

Welcome to the Leadership Task Oriented Interview

- **New Applicants** (you have never been in an LFMS leadership course):
  - Everything in the "Must Do" column **MUST BE** completed (4 tasks)
  - **ALSO** choose **one** task from column 1 to complete.
- **Returning Applicants** (you were in an LFMS leadership course this year - ASB or PAL):
  - Everything in the "Must Do" column **MUST BE** completed (4 tasks)
  - **ALSO** choose **one** task from column 2.
- **All Applicants:**
  - Create an acrostic (each letter stands for a word) on the FRONT of your folder for the word BEARS. It should represent the type of school culture and spirit you believe we should have at LFMS.
  - Tape your photo along all 4 sides to the BACK of your folder.

**All folders must be turned in at the end of your interview time.** If you finish your tasks early, you may return to class or you may complete additional tasks. Please tape the check off sheet to the inside of your folder and use it to track your activities.

**You will need to manage your time, you have only have this 2 period block of time to complete all the tasks! If you complete your tasks early, you may return to class OR you may choose to complete any additional tasks listed in the grid above.**

<b>MUST DO</b>
<p><b>Must Do Task #1: Team Builder Activity</b></p> <p>All applicants have been assigned an appointment time. Check the posted sign outside the windows of room L107 for your scheduled time. Meet ASB &amp; PAL students at the grassy area in the bus circle.</p> <p><b>Be sure to keep track of the time so you are not late!</b></p> <p><b>Location: PAL Room - J107</b></p>
<p><b>Must Do Task #2: Write An Email</b></p> <ol style="list-style-type: none"> <li>1. Log on to a computer in the library or one of the chromebooks.</li> <li>2. Write a sample email to a teacher requesting permission to be released from class due to the need to set up for the after school dance. You may write this in loop mail. Though this may be actually addressed to any teacher, please send it <b>ONLY</b> to the leadership advisor, Mrs. Davis-Johnson or Mrs. Vollebregt.</li> <li>3. Print out the email and put it in your folder.</li> </ol> <p>Be sure to include a "TO" section and a "SUBJECT" section in your email.</p> <p><b>Location: Library</b></p>
<p><b>Must Do Task #3: 1 - 2 Minute Interview</b></p> <p>You will be presenting the personal object you were asked to bring to a panel of interviewers - Mrs. Davis-Johnson, Mrs. Vollebregt and a student representative from ASB &amp; PAL.</p> <p><b>Location: L103</b></p>

<p align="center"><b>COLUMN 1:</b> New Applicants Choose 1</p>	<p align="center"><b>COLUMN 2:</b> Returning Applicant Choose 1</p>
<p><b>Task: Flyer/Poster</b></p> <p>Make a poster for the upcoming spirit day and lunchtime activity. The flyer must include the following information:</p> <p>Theme: <b><i>You pick the theme/activity</i></b>  Date: Friday, May 18th  Time: During 1st &amp; 2nd Lunches</p> <p>WISC: "Why Should I Care?"... Why should they participate in the event?</p> <p>Be creative! Make it eye catching!</p> <p>Be sure to pay attention to the tips posted and clean up after yourself.</p> <p><b>Location: L107 - ASB Room</b></p>	<p><b>Task: Flyer/Poster</b></p> <p>Make a poster for the upcoming spirit day and lunchtime activity. The flyer must include the following information:</p> <p>Theme: <b><i>You pick the theme/activity</i></b>  Date: Friday, May 18th  Time: During 1st &amp; 2nd Lunches</p> <p>WISC: "Why Should I Care?"... Why should they participate in the event?</p> <p>Be creative! Make it eye catching!</p> <p>Be sure to pay attention to the tips posted and clean up after yourself.</p> <p><b>Location: L107 - ASB Room</b></p>
<p><b>Task: SMART Goal</b></p> <p>Pick up the SMART Goal handout. Follow the guidelines for each section. Remember to be as detailed as possible in each section.</p> <p>Place this in your folder when completed.</p> <p><b>Location: Library or ASB Room</b></p>	<p><b>Task: Write a letter</b></p> <p>In a letter to your advisor, describe what leadership roles you've taken this year, what your strengths are, and what you hope to focus on in the upcoming year in leadership. You can email this to Mrs. Davis-Johnson or Mrs. Vollebregt or print it out and place in your folder. If you email it, please indicate you did so on your check off sheet.</p> <p><b>Location: J107 - Library Or ASB Room</b></p>
<p><b>Task: Count &amp; Deliver</b></p> <p>You need to count out and deliver tickets to <u>three</u> teachers. Use the provided materials to count out the appropriate number of tickets and "deliver" them to the appropriate teacher, follow the directions given to you. Be sure to attach the instruction sheet and write your first and last name in the space provided.</p> <p><u>On the inside of your folder, please indicate the number of grams you delivered and to which teachers.</u></p> <p><b>Location: L107 - ASB Room</b></p>	<p><b>Task: Create a Work Schedule</b></p> <p>You will create a work schedule for the upcoming lunch time activity. Take the list of students provided and design a work schedule for the activity that will take place over both lunches. Include yourself in the work schedule. You will make 2 schedules one for each lunch. Be sure to use everyone on the list!</p> <p>Areas needed for coverage: emcee (s), music, judges, crowd/line control, prizes, and activity demonstrators.</p> <p><b>Location: L107 - ASB Room</b></p>

Name: \_\_\_\_\_

## Task Based Interview Check Sheet

Tape this sheet to the inside front cover of your folder. In the left hand column, check off the tasks you plan to complete. In the right hand column, check off tasks as you complete them.

<b>PLAN TO DO</b> (check off what you plan to do)	<b>TASKS</b>	<b>COMPLETED</b> (check off what you got done)
<b>REQUIRED</b> ✓	Acrostic poem	
<b>REQUIRED</b> ✓	Photo	
<b>REQUIRED</b> ✓	Team Builder (Appt. Time _____)	
<b>REQUIRED</b> ✓	Email	
<b>REQUIRED</b> ✓	Interview (Have your Object!)	
	Poster/Flyer (New)	
	Smart Goal (New)	
	Count & Deliver (New)	
	Poster/Flyer (Returning)	
	Letter (Returning)	
	Work Schedule (Returning)	
	Other:	
	Other:	

Notes or information you'd like the advisor to know:

## SMART Goal Planner - Example

<b><i>Specific</i></b>	<b><i>What EXACTLY do I want to happen?</i></b>	<i>I want to become better at public speaking in front of more than 20 people.</i>
<b><i>Measurable</i></b>	<b><i>I will know I have reached my goal when....</i></b>	<i>I will know when I have reached my goal when I am asked to introduce a speaker or asked to be MC without asking.</i>
<b><i>Attainable</i></b>	<b><i>With hard work, it is possible to reach this goal by the deadline?</i></b>	<i>My goal may be difficult to reach because I have to prove that I can speak without getting too nervous, and focus.</i>
<b><i>Realistic &amp; Relevant</i></b>	<b><i>My goal is important enough for me to put a plan into action. I will follow this specific plan to reach my goal:</i></b>	<i>My plan will be to make a speech in front of my family every week, that way I will get use to speaking without messing up multiple times. All I have to do is focus and not think too hard on what I am saying.</i>
<b><i>Time-Based</i></b>	<b><i>I will reach my goal by:</i></b>	<i>I will reach my goal by the end of the quarter.</i>

# Flip Grid Directions

Flip Grid Response - You will be making a quick video response to a prompt on the FlipGrid App.

- This can be done on a computer, chromebook or on your phone.
  - Please have this done **PRIOR** to your interview. Flip Grids are due March 14th.
- 

## Computer or Chromebook directions:

1. Log in and go to your Google Classrooms, the link can be found there.
2. You will enter the code: **qhar232** then follow the prompt to record your video response

## Phone directions:

1. Download the **FlipGrid App** and enter the code: **qhar232**, then follow the prompt to record your video response.

## Work Schedule for LTA

Use the grid below to create your work schedule for a LTA (lunchtime activity). On the backside of this paper you will find a roster of current ASB students. Your work schedule must be for each lunch. You will need to use everyone on the list that is not crossed out. AND, you may not use the same person more than once. It is up to you to decide how many people are working at each job.

<b>Job</b>	<b>1st Lunch</b>	<b>2nd Lunch</b>
<b>Emcee (s)</b>		
<b>Line/ Crowd Control</b>		
<b>Judges</b>		
<b>Prizes</b>		
<b>Activity Demonstrators</b>		
<b>Music/Sound Equip</b>		

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Applicant's Name (First and Last)

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Delivering to (Print Teacher Name)

---

# of Tickets

Attach this sheet to the tickets and class roster so the "teacher" knows to whom to give the tickets. Only count out the number of tickets indicated by the roster (names will be highlighted). Do not disturb the "teacher's" class. Be sure to let them know you are delivering the tickets and that the instructions are attached.

"Teacher Initial": \_\_\_\_\_

3

2

1

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Applicant's Name (First and Last)

---

Delivering to (Print Teacher Name)

---

# of Tickets

Attach this sheet to the tickets and class roster so the "teacher" knows to whom to give the tickets. Only count out the number of tickets indicated by the roster (names will be highlighted). Do not disturb the "teacher's" class. Be sure to let them know you are delivering the tickets and that the instructions are attached.

"Teacher Initial": \_\_\_\_\_

3

2

1

---

---

Applicant's Name (First and Last)

---

Delivering to (Print Teacher Name)

---

# of Tickets

Attach this sheet to the tickets and class roster so the "teacher" knows to whom to give the tickets. Only count out the number of tickets indicated by the roster (names will be highlighted). Do not disturb the "teacher's" class. Be sure to let them know you are delivering the tickets and that the instructions are attached.

"Teacher Initial": \_\_\_\_\_

3

2

1



## **Group Order**

Ask the group to line themselves in order based on certain criteria. Some examples are by:

- Birthday
- Height
- Shoe size
- Haircolor
- Eyecolor

Make it more challenging by setting a rule that members can't speak to each other. You can do this as a get-to-know-you-better activity. As members move around the room to organize themselves in order, you'll notice how they communicate to complete the task and who takes on the role of organizers or leaders.

## **Tied Up**

In this activity, divide groups up into teams of 2 to 4. Form members into circles facing each other and use rope or shoe strings to tie their hands together. Then, give them a task that they must complete together with their hands tied. A few examples of tasks that you can use are:

- Make a sandwich.
- Tie a ribbon.
- Navigate through an obstacle course.
- Complete a jigsaw puzzle.

Because everyone's hands are tied, it will require the effort of each person to complete the task. The constraints can increase their creativity and push them to think outside-of-the-box.

## **Hole Tarp**

It may remind you of an activity you did in gym class, but It can be a lot of fun, even for adults. You can do Hole Tarp with a circular tarp or plastic sheet and a few tennis balls. Your team stands around holding a piece of the tarp, which should have a hole cut in the middle. Then they begin to shake the tarp so that it moves around like a wave. Once it is moving, throw in a ball.

Copy of Task Based Interviews Work Schedule for ASB/PAL students

	ASB Observer	ASB Observer	PAL Observer	PAL Observer
<b>Interview (L103):</b>	Skylar	Lexxie	Melody	Korinne
<b>Team Builder (PAL):</b>	Alexia	Megan	Harrison	Avery B
<b>Library:</b>	Leilind	Claire	Sarina	Jessica
<b>ASB Room:</b>	Natasha	Avery T	Taylor	Mahak (ASB)
<b>Floaters:</b>	Griffin	Emma		
<b>Snack Bar (Amphitheatre):</b>	Lily	Sam	Sri	

**Task Based Interviews  
PAL/ASB Observers**

Location	Applicant Tasks	Observer Tasks	Observers On Duty
L 107 - ASB Room	Folders, Acrostics, Photos, Name Tags, Flyers and Posters, Count and Deliver, Work Schedule	<ul style="list-style-type: none"> <li>• Take notes on observation sheet</li> <li>• Keep supplies full/ organized</li> <li>• Try not to guide them</li> <li>• Clean up and reset at end of block</li> </ul>	
J 107 - PAL Room	Team Builder and the "Deliver" of the Count & Deliver	<ul style="list-style-type: none"> <li>• Take notes on observation sheet</li> <li>• Take attendance, mark tardies</li> <li>• Lead the games</li> <li>• Clean up and reset at end of block</li> <li>• Take notes on observation sheet</li> <li>• Collect the "deliveries"</li> <li>• Keep supplies full/ organized</li> <li>• Try not to guide them</li> <li>• Clean up and reset at end of block</li> </ul>	
Quad - Snack Cart	None- Hint: They should not be there. :-)	<ul style="list-style-type: none"> <li>• Take notes on observation sheet</li> </ul>	
Library	Emails, Letters, Smart Goals	<ul style="list-style-type: none"> <li>• Take notes on observation sheet</li> <li>• Clean up and reset at end of block</li> </ul>	
L 103 -	Interviews	<ul style="list-style-type: none"> <li>• Take notes on observation sheet</li> </ul>	



