



CASCADE CHRISTIAN SCHOOLS
IMPACT Leadership Development Program

Purpose: The purpose of the Cascade Christian Schools (CCS) IMPACT Leadership Development Program is to provide growth and training opportunities for all CCS employees who are interested in filling leadership positions within CCS or furthering their professional development in a formal manner. It is understood by program participants that participation in the program alone does not in any way guarantee placement in a position of leadership at CCS.

Criteria: In order to be considered for participation in the IMPACT Leadership Development Program, an employee must have been employed at CCS for a minimum of one year.

Process: Participation in the IMPACT Leadership Development Program will be determined through the following process:

- Employees who want to participate in the program need to complete the following steps:
 - Submit a leadership development application to the superintendent's office, indicating on it the time frame in which they would like to participate in the program and the leadership track they are interested in being trained for.
 - Secure a letter of recommendation from their current supervisor, to be turned in to the superintendent's office.
 - Submit a written statement as to why they would like to participate in this program and how they believe they can contribute at a higher level in their track of interest.
 - If request is approved, annually provide transcripts or some formal indication of progress being made toward completion of the program.
- The IMPACT Leadership Development Oversight Committee will review applications to determine the eligibility of candidates for participation in the program. Written contracts outlining the terms of the allocations approved will be provided to recipients.

Tracks: There are four tracks in which employees can request participation. The four tracks are outlined below:

- **Administrative Track** This track is for individuals who have an interest in being trained for the possibility of filling an administrative role. Administrative Track applicants need to have filled some kind of leadership role and/or demonstrated key leadership qualities, such as
 - Relational skills
 - Organizational skills
 - Integrity and trustworthiness
 - Sound decision-making skills
 - Professionalism
 - Solid fiscal management skills
- **Lead/Master Teacher Track** This track is primarily for teachers and staff members who have an interest in furthering their professional development by obtaining a master's degree.

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- **Credential Completion Track** This track is primarily for early learning employees who have an AA degree and want to work toward completion of a bachelor's degree or similar program that qualifies them to serve in a lead teacher position or similar position.

- **Specialist Track** This track is for individuals who have an interest in an area of specialization in which they would like to obtain an advanced degree or some kind of special certification. Individuals interested in this track need to provide details of the training they wish to obtain as part of their written statement of interest in the program.

IMPACT Leadership Development Program Conditions:

- The number of individuals involved in the program in any given year and the amount of financial assistance available to each participant will be determined by the number of participants in the program and the amount of funds available. The program’s Oversight Committee will determine the amount of assistance allocated to each participant each year.
- Participation in the program is not a guarantee of placement in a particular leadership position or other role at a particular point in time.
- The recipient will repay the amount of financial support provided with three years of service to Cascade Christian Schools per each year of financial assistance.
- If for some reason the recipient chooses to leave Cascade Christian Schools, or is released for cause, prior to fulfilling three years of service for each year of support provided, the recipient understands that Cascade Christian Schools reserves the right to request repayment of the unfulfilled portion.
- Any amount of assistance over \$5,250 in a given year will have to be reported as taxable income.
- The allocation of funds for tuition assistance is subject to year-to-year availability due to general budget conditions. If it becomes necessary to reduce or suspend the allocation of funds, priority consideration will be given to those who are already receiving assistance.
- Award will be given based on current hourly employment status. If an employee requests a reduction in hours worked while under this program, the award is subject to review and reduction in award.

Sample Assistance/Repayment Schedule:

	Forgiven	Owed
• One year of assistance provided,		
○ Year 1: Amount provided \$3,000		
○ Year 2	(\$1,000)	\$2,000
○ Year 3	(\$1,000)	\$1,000
○ Year 4	(\$1,000)	\$0
Total	(\$3,000)	
• Two years of assistance provided,		
○ Year 1: Amount provided \$3,000		
○ Year 2: Amount provided \$3,000	(\$1,000)	\$5,000
○ Year 3	(\$2,000)	\$3,000
○ Year 4	(\$2,000)	\$1,000
○ Year 5	(\$1,000)	\$0
Total	(\$6,000)	
• Three years of assistance provided,		
○ Year 1: Amount provided \$3,000		
○ Year 2: Amount provided \$3,000	(\$1,000)	\$5,000
○ Year 3: Amount provided \$3,000	(\$2,000)	\$6,000
○ Year 4	(\$3,000)	\$3,000
○ Year 5	(\$2,000)	\$1,000
○ Year 6	(\$1,000)	\$0
Total	(\$9,000)	

* For the purpose of repayment time frames, the first year of repayment will be defined as the first full year of employment *after* assistance is provided as opposed to the year *in which* assistance has been provided. For example, if assistance is provided in the 2022-23 budget year (ending in August of 2023), the end of the first year of repayment would be the conclusion of the 2023-24 school year.