

**SITE OPERATIONS CIRCULAR NO. 1024**  
Office of Leadership & Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** 2020-2021 school year

**To:** High School Principals and Site Counselors

**Subject:** PERSONAL LEADERSHIP TRAINING COURSE

**Department and/or  
Persons Concerned:** All Administrators and Site Counselors

**Reference:** None

**Action Requested:** Review guidelines

**Brief Explanation:**

Course: Personal Leadership Training 1,2 (4841, 4842)

The objective of this student leadership course is for students to examine their leadership strengths and areas in need of growth while working on developing their leadership expertise through readings, reflections, and a well-defined and challenging project with measureable outcomes. A certificated staff member or administrator will need to be the designated “teacher” of the course, support students, and review completed course materials.

To successfully earn credit for this course, students will be expected to complete:

1. A strengths inventory (survey.)
2. A handful of interesting short readings / videos on leadership.
3. Seven written reflections on the material presented and student experience.
4. A leadership project developed by the student with support of the supervising teacher or administrator (i.e. helping to support a program or initiative on campus or researching solutions to an identified issue on campus.)
5. Presentation of outcomes at end of the semester to supervising teacher or administrator.

Required steps for implementation:

1. Course facilitator will request access to updated course from Rachel Amato ([ramato@sandi.net](mailto:ramato@sandi.net)) in Canvas or Google Classroom.
2. Make a copy of the course called Personal Leadership Development (include school site and course number) in Canvas or Google Classroom.
3. Add Rachel Amato (ramato@sandi.net) as a TEACHER to your course.
4. Maximum of 4 students per period per semester per site may complete the course (as directed by course of study approved by district.)
5. Facilitator will consistently monitor students' progress in course.
6. Facilitator will enter final grades into PowerSchool by the following deadlines:
  - i. Q1 = October 30, 2020
  - ii. Q2 = January 22, 2021
  - iii. Q3 = April 9, 2021
  - iv. Q4 = June 15, 2021

For more information, please contact Rachel Amato at 619-725-7308 or [ramato@sandi.net](mailto:ramato@sandi.net) .

APPROVED:

Sofia Roditti  
Chief, Leadership & Learning

Attachment(s): Instructions for the Instructor