

Principals Leadership Program
California State University Channel Islands

FINAL ASSESSMENT
Professional Development/Field Work (EDPL 632, Summer 2005)

Requirements: The State of California and CSUCI expect Master's degree students and candidates for the Preliminary Administrative Services Credential (to demonstrate mastery of knowledge and skills, as well as competence in application of knowledge and skills related to their field of study and to the Standards of Quality and Effectiveness for the Preliminary Administrative Services Credential.

Course Requirements: All applicants for the Preliminary Administrative Services Credential and candidates for the Master's degree must have completed all courses required for the credential and/or degree prior to and/or during the semester in which they demonstrate competence.

Definition: The Principals Leadership Program Portfolio which contains all of the required elements of the summative evaluation is the demonstration of competency for the Master of Arts in Education and the Preliminary Administrative Services Credential. The Portfolio takes the place of a final written or oral comprehensive examination at the end of this program.

Procedure: Please carry out the following tasks in preparing and presenting your portfolio.

Portfolio materials will be organized into a loose-leaf binder with the following tabs, reflections, and examples:

1. A cover sheet giving your name, position title, work site name, work site address, work telephone number, e-mail address, work supervisor's name, work address, work telephone number, e-mail address, and your CSUCI university coordinator and school district supervising administrator.
2. A current brief resume.
3. The Approved Program for Preliminary Administrative Services Credential Checklist showing grades achieved
4. A self-assessment showing entry level and current administrative knowledge and skill mastery on each of Standards of Competency.
5. Chronology of field work and summary of professional development plan for courses EDPL 631 and 632.

6. Specific evidence of your accomplishments that demonstrate your competence as an entry level school principal in each of the six competency areas:

Vision of Learning

Student Learning and Professional Growth

Organizational Management for Student Learning

Working with Diverse Families and Communities

Personal Ethics and Leadership Capacity

Political, Social, Economic, Legal and Cultural Understanding

Please use one index tab for each of the six themes and behind each index tab, include specific evidence of your competency:

1. Vision of Learning

- A statement of your personal vision of learning.
- At least three (3) pieces of evidence from your work at school or from classes which demonstrate your knowledge and skills in this area.
- A two (2) page reflection on the role of vision of learning and strategies for promoting the success of all students. Refer to classes, fieldwork, readings, and simulations.

2. Student Learning and Professional Growth

- At least three (3) pieces of evidence showing your skills and experience in advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Refer to classes, fieldwork, readings, and simulations.
- A two (2) page reflection on the knowledge and skills needed to promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

3. Organizational Management for Student Learning

- At least three (3) pieces of evidence showing your skills and experience in managing the operations and resources of a school for a safe, efficient and effective learning environment
- A two (2) page reflection on skills in organizational management which you have learned in the Principals Leadership Program and application in managing a safe, efficient, and effective learning environment for all students: refer to classes, fieldwork, readings, and simulations.

4. Working with Diverse Families and Communities

- At least three (3) pieces of evidence showing your work in promoting social justice, equity and access for all students.
- A two (2) page reflection on the beliefs, knowledge, skills and experience needed to promote success for all students by working

collaboratively with diverse families and communities. Refer to classes, readings, fieldwork and simulations.

5. Personal Ethics and Leadership Capacity

- At least three (3) pieces of evidence showing your knowledge and experience in modeling a personal code of ethics and developing your personal leadership capacity.
- A two (2) page reflection on the role of personal ethics and the development of leadership capacity in the work of the school principal. Refer to classes, fieldwork and simulations.

6. Political, Social, Economic, Legal and Cultural Understanding

- At least three (3) pieces of evidence showing your knowledge and experience in understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context of the school in which you work.
- A two (2) page reflection on the importance of (choose one or choose one issue in which two or more interact with each other) political, social, economic, legal and cultural understanding in the work of the school principal.

7. **Reflective Essay:** a reflective essay summarizing your strengths, needs for continuing professional growth, and your specific professional development plans (what, how and when) for the next two years.
8. Make another copy of each of the following items which you will give to the university coordinator to be filed in your permanent folder at CSUCI, separate from your portfolio:
 - Cover page of your portfolio
 - Current resume
 - Completed Approved Program for Preliminary Administrative Services Credential Checklist
 - A self-assessment of your current administrative knowledge and skill mastery using the Portfolio Individual Assessment
 - A copy of the individual assessment completed by your supervising administrator at the conclusion of EDPL 632
 - A reflective essay summarizing your strengths, needs for continuing professional and personal growth, and your specific plans (what, how, when) for the next two years.
9. **Due date for Portfolios:** July 30. The candidate will meet with the university coordinator and the supervising administrator before the end of the summer term to formally present the portfolio. After presenting your portfolio in a formal meeting with university coordinator and supervising administrator, the university coordinator will sign off on your demonstration of competence, accepting your portfolio as the final evaluation of your program pending completion of all course work. You will then hand in the six copied items required for your permanent file at CSUCI. If additional

work is required the University Coordinator will specify areas needing improvement, recommended action steps and a timeline for completion. All work must be completed before a candidate is recommended for a credential.

All portfolios will be turned in to the Principals Leadership Program Office for review by faculty. Portfolios will be displayed at the graduation dinner in August and may be picked up there or by September 15 at the Principals Leadership Program Office.