

**Instructional Leadership  
Admission Portfolio  
Educational Specialist- Class AA**

**College of Education**



University of Montevallo

The Instructional Leadership Admission Portfolio is required for admission into the Class AA/Ed. S. program for all candidates who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005. Assemble the portfolio in a three-ring binder or plastic portable filing box. Computer fonts used must be standard, such as Arial or Times New Roman. Use tabs or file folders to separate sections and label according to the following structure:

1. Letters of Recommendation
2. Performance Evaluation and Professional Development
3. Ability to Lead Student Achievement
4. Leadership and Management Potential
5. Reasons for Pursuing Certification

The contents of the portfolio will be reviewed and scored jointly by university faculty members and LEA representatives. The portfolio will count for 70 points toward acceptance into the program. A minimum score of 60 is required to be accepted for the interview. The interview will count 30 points toward acceptance into the program. A total score of 85 will be required for admission to the program. Point values for portfolio elements are as follows:

Letters of Recommendation	15 points
Performance Evaluation and Professional Development	15 points
Ability to Lead Student Achievement	24 points
Leadership and Management Potential	10 points
Reasons for Pursuing Certification	<u>6 points</u>
Total Points	70

The portfolio shall contain the following items:

1. **Recommendations:** Three (3) letters of recommendation, one of which must come from your principal or supervisor.
2. **Performance Evaluation and Professional Development:** A completed copy of the most recent approved Alabama professional evaluation that includes the structured interview and the PDP, and a written reflection in which you align your professional development goals with completed or ongoing activities. Describe the effects of these activities on your work. Any connections between performance appraisal and professional development activities should be noted. **This will likely mean using an approved LEA evaluation and PDP from a prior year so that activities and results can be noted.**
3. **Ability to Lead Student Achievement:** What does it mean to be an instructional leader? How have you positively affected student achievement? Provide two (2) examples of evidence documenting the ability to improve student achievement. In each case, share an activity or program implemented to address student learning needs. The activity could be staff development training for faculty members to address a particular data- based school

need. Example- An on-going technology training program was conducted during the school year to assist faculty in developing technological knowledge and skills for using technology in instruction. Example- A math tutoring program was implemented before and after school to improve below average mathematics scores on state achievement testing. Example- A credit recovery program is implemented to help students graduate and to reduce the dropout rate.

- Describe the activity or program in detail. If possible attach an artifact such as disaggregated data analysis, needs assessment, evaluation results, etc.
  - Reflect on the successfulness of the activity or program. Include thoughts about how you enhance chances of success for future students.
  - Describe how you assess the activity or program. How do you use it as a basis for assessing student progress? How do you use it for judging your instructional leadership effectiveness? How do you use it for revising future activities or programs?
  - Identify the types of common mistakes, misconceptions, continuing misunderstandings, and obstacles to higher-level thinking that often remain after completion of the activity or program. How do you deal with those? How do you adjust and modify for remediation in future activities or programs?
4. **Leadership and Management:** Provide two (2) examples of your leadership and management potential. Include the most recent accomplishments in the area of instructional leadership. Examples- Chairman and/or member of school committees (Continuous School Improvement Plan, School Budget Committee, Promotion and Retention Committee, Public Relations Committee, Code of Conduct, etc.). For each example, describe how you were conscious of being a leader in this activity. What was your specific role and how did you demonstrate leadership or management potential? How did it motivate you to pursue leadership preparation? How did others react to your leadership?
5. **Reasons for Pursuing Certification:** A statement (one page maximum, double-spaced) of what you believe you need from the instructional leadership preparation program in order to be an effective leader in your school system. The statements should be formatted like a statement of philosophy for teaching, i.e., "I believe that...therefore, I will." The statements should provide evidence of your reasons for pursuing instructional leadership certification.

**NOTE: The portfolio should be complete, professional in appearance, and grammatically correct.**