Portfolio Project Guidelines

Each principal candidate must prepare an electronic portfolio that addresses the PILS Leadership Standards and Corollaries.

Introduction:

The portfolio project serves as the capstone activity for the Principal Certification program in the Department of Secondary Education. The project provides the candidate with an opportunity to develop a portfolio from a variety of artifacts required in coursework which demonstrate the candidates understanding in four (4) domains established by Charlotte Danielson in the *Framework for Teaching* model. The four domains include the following: I. Curriculum, II. Educational Environment, III. Instruction, and IV. Professionalism. The domains also serve as the basis for the Pennsylvania Department of Education form for Professional Knowledge and Practice. The intention of these artifacts is to demonstrate the impact or the intended impact on K-12 student learning, the ability to reflect on teaching and learning and a commitment to lifelong learning.

Procedures:

- The Principal candidate will be required to provide **16-20** artifacts from courses required in the Principal certification program. The artifacts will be used to illustrate adequate knowledge and/or performance in each of the four domains.

- A minimum of **two** artifacts is required for each domain. These artifacts are assignments found in the required courses for the certification program. It could consist of any required class projects or core assignments, as well as individual student projects or other evidence that addresses individual domains.

- Candidates need to write a reflective piece for each of the four domains consisting of:

  ➢ their ability to synthesize and make connections among theory, research, and practice by writing what he/she knows and understands about the specific domain using theory and research from coursework and internship experiences.

  ➢ a description of how the domain is enacted in professional practice using examples observed or experienced in the student's own professional practice.

  ➢ an explanation of how the chosen artifacts in each of the program domains demonstrates the candidates understanding of the domain, and how they demonstrate the student's thinking and growth as a school leader.

Domain	Courses Required for Certification	Possible Artifacts
Domain 1- Planning and Preparation: Curriculum	SEU 567 Curriculum in a Standard Aligned System	**Artifact 1:** Develop a curricular map **Artifact 2:** Compare and analyze the Standard Aligned System in a particular content area **Artifact 3:** Define assessments that align to standards) **Artifact 4:** Historically analyze curriculum in the 20th and 21st centuries
	EDU 541 Supervision and Finance	**Artifact 1:** Explain and use of a Performance Evaluation
Domain 2- Environment	EDU 599 School Leadership in a Diverse Society	**Artifact 1:** Develop a vision statement **Artifact 2:** Show how the vision leads to the mission statement **Artifact 3:** Complete a self-inventory and ask five colleagues to complete the inventory **Artifact 4:** Create a web page that defines your beliefs **Artifact 5:** Write a philosophy of education/position paper **Artifact 6:** Write a school policy that meets an identified need **Artifact 7:** Develop a professional development module **Artifact 8:** List high quality web sites, software, books and programs that improve teaching and learning
	EDU 528 Student Diversity and Critical Pedagogy	**Artifact 1:** Conduct a School Environment Survey **Artifact 2:** Write a case study of an underrepresented student
Domain 3 – Instruction	EDU 526 Data Driven Decision	**Artifact 1:** Analyze student performance data to explain student learning **Artifact 2:** Develop and present a report that analyzes the Pennsylvania School Profile **Artifact 3:** Write a data driven case study of a student's test performance **Artifact 4:** Compile the report showing visual representation of test results
	SEU 544 Action Research	**Artifact 1:** Develop an action research plan based on student test scores
Domain 4 – Professionalism	EDU 562 School Law	**Artifact 1:** Review PA code of conduct **Artifact 2:** Describe the laws that directly impact school operations **Artifact 3:** Identify your role in student advocacy **Artifact 4:** Write a timeline of laws that have impacted schools
	*EDU 593/4 Principal Internship	**Artifact 1:** Construct a teacher schedule, student schedule, and school schedule **Artifact 2:** Use data to plan professional development (Core Standard 3) **Artifact 3:** Develop a professional learning community within your building **Artifact 4:** Plan and implement professional development (Corollary Standard 1) **Artifact 5:** Develop a budget **Artifact 6:** Create interview questions and conduct mock interviews **Artifact 7:** Complete a self-study and elicit feedback from peers and supervisors **Artifact 8:** Present a proposal to peers

* All eight artifacts listed in EDU 593/594 are required to be in Domain 4.

Requirements:

- The professional portfolio, with a minimum of 20 artifacts, will be web-based to make storing and sharing contents easier. The Secondary Education Department has chosen Task Stream to facilitate assessment and to give Principal candidates the opportunity to demonstrate learning achievements. You may tour the Task Stream tools for electronic portfolio development at www.taskstream.com. The template for the portfolio has already been created in the program.