

**APPENDIX E**

**PORTFOLIO TEMPLATE**

**APPENDIX F**

**LEAD STRONG PORTFOLIO with LEADERSHIP COMPETENCIES inserted (Word Document)**

**Standard 1: Student Learning Results.   
Effective school leaders achieve results on the school’s student learning goals.**

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| **ACTIVITY** |
| Participant attends a Data Assessment and Technical Assistance/Coordination of Management (DATA COM) meeting. (or Mock DATA/COM) |
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| Resident Principals will present at a DATA COM meeting.  Resident Assistant Principals will present at MOCK DATA/COM meeting. |
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| Participant conducts at least two classroom walkthroughs weekly, including observations, analyzing walkthrough data in the context of student achievement, providing reflective discussions and making suggestions for instructional improvement. |
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| Participant will write a memorandum to faculty and staff addressing student achievement data and the plan of action regarding the analyses of that data. |
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| Additional activity |
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| Additional activity |
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**Standard 2: Student Learning as a Priority.**

**Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success.**

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| **ACTIVITY** |
| Participant conducts School-wide Instructional Reviews (SIR) |
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| Participant leads or oversees a common planning team. |
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| Participant will present at a faculty meeting regarding interim exam data and course of action based on disaggregation of that data. |
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| Additional activity |
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| Additional activity |
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**Domain 2: Instructional Leadership:**

**Standard 3: Instructional Plan Implementation.**

**Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments**.

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| **ACTIVITY** |
| Participant conducts data chats with teachers in core areas. |
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| Participant conducts literacy/leadership meetings to communicate the relationship between academic standards, effective instruction, and student performance. |
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| Additional activity |
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| Additional activity |
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**Standard 4: Faculty Development.**

**Effective school leaders recruit, retain and develop an effective and diverse faculty and staff.**

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| **ACTIVITY** |
| Participant will conduct post walkthrough conferences to provide feedback to faculty on the effectiveness of instruction. |
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| Participant will create a professional needs survey to identify faculty instructional needs. |
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| Additional activity |
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| Additional activity |
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**Standard 5: Learning Environment.**

**Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida’s diverse student population**.

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| **ACTIVITY** |
| Participant will conduct a review of school-wide Positive Behavior Support (PBS) or similar program, plan and identify opportunities for improvement, and propose solutions to strengthen PBS or similar plan. |
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| Additional activity |
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| Additional activity |
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**Domain 3: Organizational Leadership**

**Standard 6: Decision Making.**

**Effective school leaders employ and monitor a decision-making process that is based on vision, mission, and improvement priorities using facts and data.**

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| **ACTIVITY** |
| Participant will review current organizational leadership chart at assigned school site and propose changes to the school site principals to eliminate redundancies or and overlap of responsibilities and provide possible solutions to improve school function. |
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| Participant will conduct a school site leadership team meeting. |
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| Additional activity |
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| Additional activity |
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**Standard 7: Leadership Development.**

**Effective school leaders actively cultivate, support, and develop other leaders within the organization**.

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| **ACTIVITY** |
| Participant writes a reflection articulating a personal and professional vision as an administrator and provides evidence of instructional objectives and curricular goals that are aligned with their vision and the school’s identified needs. |
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| Additional activity |
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**Standard 8: School Management.**

**Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment**.

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| **ACTIVITY** |
| Participant assists in the effective implementation of the Saturday School Program. |
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| Participant participates in the preparation and attends a region level budget conference. |
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| Additional activity |
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| Additional activity |
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**Standard 9: Communication.**

**Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community**.

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| **ACTIVITY** |
| Participant provides written and electronic evidence of communication with staff. |
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| Participant will present at PTA meeting. |
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| Participant will engage in conferences handling and resolving a parent issue. |
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| Participant will attend and write a summary of a School Board meeting. |
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| Additional activity |
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| Additional activity |
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**Domain 4: Professional and Ethical Behavior:**

**Standard 10: Professional and Ethical Behaviors.**

**Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader.**

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| **ACTIVITY** |
| Participant reads the Code of Ethics and completes a reflection on the transition from application of the Code of Ethics on an individual basis to application on a level of leadership. |
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| Additional activity |
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| Additional activity |
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**DATE**