Instructional Leadership
Admission Portfolio

College of Education

University of Montevallo
The Educational Leadership Admission Portfolio is required for admission into the Class A/M.Ed. program under the rules of the Alabama State Department of Education. The portfolio shall contain the following items:

1. Three (3) letters of recommendation, one of which must come from your principal or supervisor.

2. A completed copy of a recent PEPE 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 a PEPE evaluation and PDP from a prior year so that activities and results can be noted.**

3. Two (2) pieces of evidence documenting the ability to improve student learning. In each case, share a learning task you have used with one or more students. Recognizing that learning often occurs incrementally, the task may be one that is repeated more than once until you determine that the student(s) can demonstrate some element of knowledge or skill.

   - Describe the learning task.
   - Identify the standard(s) met by the task – AL Course of Study, local curriculum guides, professional organization standards, standardized test outcomes, etc. Briefly describe how the task fits into a larger context of your program and the study of that knowledge or skill.
   - Reflect on what a successful student can do as a result of your teaching. Include thoughts about how you enhance chances of success on the task for your students.
   - Describe how you assess the task. How do you use it as a basis for assessing student progress (especially with at risk learners)? How do you use it for judging your teaching effectiveness? How do you use it for revising future instruction?
   - Identify the types of common mistakes, misconceptions, continuing misunderstandings, and obstacles to higher-level thinking that often remain after completion of the task. How do you deal with those? How do you adjust instruction for remediation with the same students, and in future assignments?

4. Three (3) examples of your leadership and management potential. Include the most recent accomplishments in the area of educational leadership. Areas of leadership such as community groups, religious organizations, or military service are also appropriate for this section. For each piece of evidence, describe how you were conscious of being a leader in this activity. How did it motivate you to pursue leadership preparation? How did others react to your leadership?
5. A statement (two page maximum, double-spaced) of beliefs and behaviors about education and leadership – a platform of sorts. 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 leadership certification.

6. A statement (one page maximum, double-spaced) of what you believe you need from the educational leadership preparation program in order to be an effective leader in your school system.

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 according to the following structure:

1. Letters of Recommendation
2. Performance Evaluation and Professional Development
3. Impact on Student Learning
4. Leadership and Management Potential
5. Leadership Platform
6. Expectations

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. Point values for portfolio elements are as follows:

- Letters of Recommendation: 10 points
- Performance Evaluation and Professional Development: 15 points
- Impact on Student Learning: 20 points
- Leadership and Management Potential: 15 points
- Leadership Platform: 5 points
- Expectations: 5 points

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