

UNIVERSITY OF KENTUCKY
College of Education
Department of Educational Leadership Studies
Superintendent Certification Program

Superintendent Certification Program Application Portfolio (ISLLC)

STUDENT NAME: _____

Directions: The Educational Professional Standards Board (EPSB) requires that all applicants to a university-based Superintendent Certification Programs submit a Portfolio. Part I requests that you provide professional information and documents. Part II focuses on your background and experiences as a school and district-level leader. EDL requests that you use the format provided to help ensure that your entries are well organized, brief and substantive. The length of Parts I & II of the Portfolio should be approximately 20 pages in length. It should be a single pdf document that you upload as part of your *Apply Yourself Application* (Online) under the *Supplemental Information* section: "Portfolio".

Part I: Professional Information (6 Pages):

1. Professional Resume (limited to 2 pages) that provides your name and contact information as well as postsecondary education (all degrees, years awarded, institution names, emphasis area), work experiences, education certifications and professional memberships;
2. A copy of your current professional educator certificate (1 page);
3. A letter from your supervisor/agency representative attesting to your suitability for school district leadership. This letter is included in the *Apply Yourself Application* (Online) that is sent to EDL (1 Page);
4. A Memorandum of Agreement (MOA) from a district Superintendent (see <http://leadership.uky.edu/programs-degrees/superintendent-program/> for example) (2 pages).

Part II: Leadership Experiences. This section meets the EPSB requirement that you provide "a written statement of and evidence of leadership experiences at the school building or district level" (14 pages). You may attach relevant addenda (e.g. Professional Growth Plan).

ISLLC Standard 1. Ability to improve student achievement. Provide a brief narrative that includes descriptions that exemplify your work. Include evidence of student outcomes if available.

Descriptions that exemplify improving student achievement:

1. *Example:*
2. *Example:*
3. *Example (et al.):*

ISLLC Standard 2. Knowledge of schools laws relating to finance, school operations and personnel matters implementation of curriculum, instruction, and assessment. Use each of these areas as subheadings then, list graduate courses completed and provide a brief narrative that highlights your school and district work.

Course Title	Course Number	Credits	Semester & Year	Grade
School Finance:				
School Law				
School Operations/ Administration				
Personnel:				
Curriculum/Instruction/ Assessment				

b. *Narrative of Experiences (cite specific projects and describe your role in each).*

1. *Finance:*
2. *School Law:*
3. *School Operations (Administration):*
4. *Personnel:*
5. *Implementation of Curriculum/Instruction and Assessment:*

ISLLC Standard 3. Implementation of curriculum, instruction, and assessment. Provide a brief narrative that includes descriptions that exemplify your work.

Descriptions that exemplify your work:

1. *Example (Curriculum):*
2. *Example (Instruction):*
3. *Example (Assessment):*

ISLLC Standard 4. Commitment to ongoing professional growth: (Provide a brief narrative that outlines areas in which you presently excel professionally, areas in which you are planning to gain additional knowledge and skills as well as areas that you envision may enhance your capacity to serve as a district leader). (Evidence: You may include a professional growth plan developed for your current position as evidence).

a. Professional Strengths:

b. Professional Growth Areas (New Knowledge and Skills):

c. Professional Growth Plan: [] Attached

ISLLC Standard 5. Effective communication skills (including written communication and information dissemination). Provide a brief narrative of strategies (interpersonal, electronic, social media et al.) that you have used to communicate with school, district and community stakeholders and brief descriptions of your work (appropriate evidence may be included).

- a. Examples of Written Communication and Techniques (School, District and Community Stakeholders):*
- b. Examples of Information Dissemination and Techniques (School, District and Community Stakeholders):*

ISLLC Standard 6. Ability to build relationships, foster teamwork and, develop networks. Provide a brief narrative that describes your views on professional relationships, teamwork and networking as well as providing descriptions that exemplify your work.

- a. Building Professional Relationships:*
- b. Fostering Teamwork:*
- c. Networking:*

ALTERNATIVE PROGRAM APPLICANTS ONLY

6. Candidates in the Alternative Program shall provide evidence of comparable skills as listed above and those which include additional information:

- a. Evidence of leadership experience which may have occurred in a setting other than a school district.*
- b. Evidence of engagement with a school or district.*