

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

Superintendent Certification Program Application Portfolio (PSEL)

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 and presented in an executive summary format yet 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 of recommendation** from your supervisor/agency representative attesting to your suitability for school district leadership. This letter may also be 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". You may attach relevant addenda (e.g. Professional Growth Plan). This section will reflect your work and experiences that align **with The Professional Standards for Educational Leaders (PSEL) (CCSSO, 2015)**.

<p>PSEL Standard 1. Mission, Vision, and Core Values: Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student. Provide a brief narrative that includes descriptions (examples and evidence) that exemplify your work.</p>
<p><i>Descriptions that exemplify your work.</i></p> <ol style="list-style-type: none"> 1. Example: 2. Example: 3. Example (et al.):
<p>PSEL Standard 2. Ethics and Professional Norms: Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being. Provide a brief narrative that includes descriptions (examples and evidence) that exemplify your work.</p>
<p><i>Descriptions that exemplify your work.</i></p> <ol style="list-style-type: none"> 1. Example: 2. Example: 3. Example (et al.):
<p>PSEL Standard 3: Equity and Cultural Responsiveness: Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being. Implementation of curriculum, instruction, and assessment. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. Example: 2. Example: 3. Example (et al.):
<p>PSEL Standard 4: Curriculum, Instruction, and Assessment: Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. Example: 2. Example: 3. Example (et al.):
<p>PSEL Standard 5. Community Care and Support for Students: Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. Example: 2. Example: 3. Example (et al.):

<p>PSEL Standard 6: <i>Professional Capacity of School Personnel:</i> Effective educational leaders develop the professional capacity and practice of school personnel to promote each student’s academic success and well-being. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. <i>Example:</i> 2. <i>Example:</i> 3. <i>Example (et al.):</i>
<p>PSEL Standard 7: <i>Professional Community for Teachers and Staff:</i> Effective educational leaders foster a professional community of teachers and other professional staff to promote each student’s academic success and well-being. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. <i>Example:</i> 2. <i>Example:</i> 3. <i>Example (et al.):</i>
<p>PSEL Standard 8: <i>Meaningful Engagement of Families and Community:</i> Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student’s academic success and well-being. Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. <i>Example:</i> 2. <i>Example:</i> 3. <i>Example (et al.):</i>
<p>PSEL Standard 9: <i>Operations and Management:</i> Effective educational leaders manage school operations and resources to promote each student’s academic success and well-being. . Provide a brief narrative that includes descriptions that exemplify your work.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. <i>Example:</i> 2. <i>Example:</i> 3. <i>Example (et al.):</i>
<p>PSEL Standard 10: <i>School Improvement:</i> Effective educational leaders act as agents of continuous improvement to promote each student’s academic success and well-being.</p>
<p><i>Descriptions that exemplify your work:</i></p> <ol style="list-style-type: none"> 1. <i>Example:</i> 2. <i>Example:</i> 3. <i>Example (et al.):</i>
<p>Addenda:</p>
<p>Knowledge of school laws relating to finance, school operations and personnel matters implementation of curriculum, instruction, and assessment is essential for District Superintendents. List graduate courses.</p>

a.

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: