

## PENQUIS REGIONAL ADMINISTRATOR SUPPORT SYSTEM

### Portfolio Format

Each candidate for recertification must develop a portfolio that chronicles his or her career as an educator and professional development experiences relevant to his or her work as an administrator. The portfolio is a record of this information and it is to be used with assessments of current competencies to shape the action plan for renewal.

The format listed below is to be followed in assembling the portfolio. Additional information or documents supporting the information in the portfolio may be included as appendices to the portfolio.

The portfolio must include, in typed form and in this order:

- A. The application for recertification (green sheet)
- B. A current resume describing:
  1. education (including all coursework)
  2. work history (all positions held in education or related fields)
- C. Transcripts of graduate coursework or of most recent degree completed
- D. Three (3) professional references (names, addresses, and phone numbers of people who can comment on your work related to the certificate of focus)
- E. Summary of professional activities organized as follows:
  1. Current job description (if you have one)
  2. Professional assignments in past five years (above and beyond job responsibilities; e.g. leading district-wide curriculum review; serving on evaluation team (list in chronological order)
  3. Professional development activities in past five years (activities designed to extend your knowledge or skills or to contribute to your profession; please include coursework)
    - a. activities requiring extensive investment of time and energy (three days or more in a year)
    - b. activities requiring less extensive investment (list activity, sponsor and date in chronological order)
- F. Analysis of Background

Fill in the "Professional Portfolio Analysis of Background" grid provided by the PRASS Office to show how the ISLLC standards are addressed by your present background. Make very brief notations in the appropriate rectangle to identify what experiences, courses, or professional development activities address each knowledge area.

#### Optional:

- Materials you feel are relevant to your assessment of current administrator competency
- Documents that show evidence of your attendance and participation in any of the activities above
- Written narrative demonstrating the contributions you feel any or all of the above activities have made to your professional capabilities

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**Professional Portfolio Analysis of Background**

Enter a brief notation of your professional activities and background for each standard. See attached sheets for descriptions of standards.

**Standard 1.** A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

**Standard 2.** A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

**Standard 3.** A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

**Standard 4.** A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

**Standard 5.** A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

**Standard 6.** A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.