



**University of Illinois at Urbana-Champaign
 Council on Teacher Education**

CTE Common Professional Portfolio Scoring Rubric –Administrative Certification – General Administrative Endorsement

Candidate: _____

Type of Portfolio: ___Electronic ___Paper

Candidates must complete the CTE Common Professional Portfolio requirements and meet expectations in all areas and successfully meet all program specific portfolio requirements before being recommended for certification.

I. Completed Common CTE Forms <i>Check off completed forms and their completion date</i>	
Name of the Form	Date Completed
CTE Common Professional Portfolio Evaluation Form Adapted for EOL Gen Admin End.	
EOL Clinical Experience Evaluation Forms	
i. Evaluation from Site Supervisor	
ii. Evaluation from Candidate	
iii. Evaluation from Faculty Supervisor	
iv. Verification of Clinical Experience Form	

II. Philosophy Statement			
<i>Rating Scale: EEXP=Exceeds Expectations, MEXP=Meets Expectations, NM=Not Met</i>			
<i>Candidates must meet the following criteria in order to earn a rating of meets expectations to be recommended for certification.</i>			
Meets Expectations			
<i>The Philosophy statement written by the candidate includes belief statements of his/her</i>			
<ul style="list-style-type: none"> • <i>role as a public school administrator and,</i> • <i>view of public school leadership in the context of the UIUC Conceptual Framework.</i> 			
	EEXP	MEXP	NM
The candidate's philosophy statement			
Comments:			

III. Artifacts and Reflective Statements Related to Meeting the Standards

Rating Scale: *EExp* = Exceeds Expectations, *MExp* =Meets Expectations, *NM*= Not Met

Candidates must meet the following criteria in order to earn a rating of **meets expectations**.

Note: If one artifact is used to document more than one standard, a separate reflective statement must be included for each standard.

Meets Expectations

The artifact(s) selected is an

- accurate representation of the standard,
- excellent model of their product type, that is, content is based on research and good practice, matched to P-12 educational program needs, and fits leadership expectations..

The candidate

- clearly identifies the standard(s) the artifact is addressing,
- prepares a reflective statement for each artifact(if one artifact is used to document more than one standard, a separate reflective statement must be written for each standard) that includes
 - why the artifact was chosen,
 - how the artifact meets a particular standard and,
 - what the artifact demonstrates about the candidate’s development as a school leader.

Illinois Professional School Leader Standards	Artifact I			Reflective Statement I			Artifact II			Reflective Statement II		
	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM
STANDARD 1 – Facilitating a Vision of Learning												
Comments:												
STANDARD 2 – School Culture and Instructional Program												
Comments:												
STANDARD 3 – Management												
Comments:												
STANDARD 4 – Collaboration with Families and Communities												
Comments:												
STANDARD 5 – Acting with Integrity, Fairness, and in an Ethical Manner												
Comments:												
STANDARD 6 – Political, Social, Economic, Legal, and Cultural Context												
Comments:												

III. Artifacts and Reflective Statements Related to Meeting the Standards

Rating Scale: *EExp* = Exceeds Expectations, *MExp* =Meets Expectations, *NM*= Not Met

Candidates must meet the following criteria in order to earn a rating of **meets expectations**.

Note. If one artifact is used to document more than one standard, a separate reflective statement must be included for each standard.

Meets Expectations

The artifact(s) selected is an

- accurate representation of the standard,
- excellent model of their product type, that is, content is based on research and good practice, matched to educational program needs, and fits leadership expectations...

The candidate

- clearly identifies the standard(s) the artifact is addressing,
- prepares a reflective statement for each artifact(if one artifact is used to document more than one standard, a separate reflective statement must be written for each standard) that includes
 - why the artifact was chosen,
 - how the artifact meets a particular standard and,
 - what the artifact demonstrates about the candidate’s development as a school leader.

Content Area Standards for Principals	Artifact I			Reflective Statement I			Artifact II			Reflective Statement II		
	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM
STANDARD 1 – Facilitating a Vision of Learning												
Comments:												
STANDARD 2 – School Culture and Instructional Program												
Comments:												
STANDARD 3– Management												
Comments:												
STANDARD 4 – Collaboration with Families and Communities												
Comments:												
STANDARD 5 – Acting with Integrity, Fairness, and in an Ethical Manner												
Comments:												
STANDARD 6 – Political, Social, Economic, Legal, and Cultural Context												
Comments:												

IV. Impact on Student Learning

Rating Scale: EExp = Exceeds Expectations, MExp =Meets Expectations, NM= Not Met

Candidates must meet the following criteria in order to earn a rating of **meets expectations**.

Meets Expectations

The artifact(s) selected is an

- accurate representation that clearly illustrates growth in P-12 school leadership,,
excellent model of their product type, that is, content is based on research and good practice, matched to P-12 educational program needs, and fits leadership expectations.
- Prepares a reflective statement that includes
 - why the artifact was chosen,
 - how the artifact makes an impact on P-12 learning and,
 - what the artifact demonstrates about the candidate's development as a school leader.

Impact on P-12 Student Learning and Educational Program	Artifact I			Reflective Statement I			Artifact II			Reflective Statement II		
	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM	EEXP	MEXP	NM
Candidate's impact on P-12 Student Learning and Educational Program												

Comments:

V. Summary Portfolio Rating

Indicate one summary rating for the entire portfolio. All standards must be met in order to earn a rating of meets or exceeds expectations.

Exceeds Expectations

Meets Expectations

Expectations Not Met

Clinical Experiences Program Coordinator Signature

Date

04/09/2003
08/21/04 Revised