All students who began their programs in the Fall Semester, 2003, or later as candidates for Superintendent Endorsement of the Type 75 Administrative Certificate must complete a Common Assessment Portfolio. This portfolio is a required component of the Council on Teacher Education (CoTE) Common Assessment Plan and is prepared and maintained by each student as a work held separate from all other portfolios required in EOL coursework. This portfolio is composed of successfully completed assignments drawn from courses throughout the program with reflective statements relating work on the assignment with state standards and personal development. Course Instructors will determine the successful completion of the assignments to be included in the Portfolio. The EOL Clinical Experience Program Coordinator will determine successful completion of the entire portfolio in accordance with the CoTE Common Assessment Portfolio Scoring Rubric. The 11 required components of the Common Assessment Portfolio are:

Component #1 – Assigned in EOL 549 Administrative Theory
Overview of all six Professional School Leader Standards and all five Superintendent Content Area Standards
Philosophy Statement
   Each student will prepare a formal, substantial, and well reasoned statement of belief and attitude about the leadership role of public school administrators, including perceptions of a district administrator’s obligation to create and manage an effective learning environment within district schools, to nurture student inquiry and reflective thinking, to serve effectively all members of the educational community, and to implement the use of technology for educational purpose.

Component #2 – Assigned in EOL 564 Democracy and Politics in Administration
Reflection on Professional School Leader Standards #4 Collaboration with Families and Communities and # 5 Acting with Integrity, Fairness, and in an Ethical Manner and Superintendent Content Area Standards #4 Collaboration with Families and Communities and #5 Knowledge of Laws, Regulations, and Professional Ethics
   Each student will prepare a seminar paper that addresses the issues of democratic governance and leadership within the contexts of a school district and its community and the principles of ethics within a political system.
   In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding the superintendent’s role in working with families and the general public and in developing and maintaining ethical principles in a political system.

Component #3 – Assigned in EOL 562 School District Management
Reflection on Professional School Leader Standards #3 Management and #1 Facilitating a Vision of Learning and Superintendent Content Area Standards # 1 Facilitating a Vision of Educational Excellence and #3 Management
   Each student will prepare a reflection paper that addresses effective strategies for the management of the organization, operations, and resources of a school district and for the development, implementation, and stewardship of a vision of educational excellence that is shared and supported by the school community.
In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in school management and in facilitating a vision of learning.

**Component #4 – Assigned in EOL 567 Program Planning and Evaluation.**

Reflection on Professional School Leader Standards Instructional Program and #1 Facilitating a Vision of Learning and #2 School Culture and Superintendent Area Content Standards #1 Facilitating a Vision of Educational Excellence and #2 Learning Environment and Instructional Program

Students will work collaboratively to develop and present educational program plans in specific areas of challenge and to prepare and present designs of program evaluation approaches to the programs planned.

In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in planning instructional programs, facilitating a vision of educational excellence, and in designing evaluation procedures that measure achievement of the intended educational program outcomes.

**Component #5 – Assigned in EOL 561 Educational Policy and Politics**

Reflection on Professional School Leader Standards # 2 School Culture and Instructional Program, # 3 Management and # 6 Political, Social, Economic, Legal and Cultural Context and Superintendent Area Content Standards #2 Learning Environment and Instructional Program and #3 Management

Each student will prepare papers that consider the function of representative democracy and political culture in making policies that determine the operation and management of the public schools and in determining the instructional programs of those schools.

In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in developing, influencing, and implementing policy that affects school culture and instructional programs.

**Component #6 – Assigned in EOL 565 Human Resources Management**

Reflection on Professional School Leaders Standards #3 Management and #5 Acting with Integrity, Fairness, and in an Ethical Manner and Superintendent Area Content Standards # 3 Management and #5 Knowledge of Laws, Regulations, and Professional Ethics

Each student will prepare a reflection paper that addresses the relationship of human resources management to effective schools, including consideration of political, social, economic, legal, and cultural issues in personnel planning, selection, evaluation, and support.

In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in managing human resources in support of effective schools and in working with the legal, professional, and ethical issues involved in staffing public schools.
Component #7 – Assigned in EOL 566 Financial Administration
Reflection on Professional School Leaders Standards #1 Facilitating a Vision of Learning and #4 Collaboration with Families and Communities and Superintendent Content Area Standards #1 Facilitating a Vision of Educational Excellence and #4 Collaboration with Families and Communities
Each student will prepare a class project that incorporates the principles of sound fiscal planning and administration to support effective schools and that emphasizes the role of communication and broad-based public support in financial decision making.
In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in developing and maintaining appropriate financial support for district educational programs, facilitating a vision of learning and educational excellence, and in sponsoring effective public participation in achieving and maintaining that support.

Component #8 – Assigned in EOL 544 School District Improvement
Reflection on Professional School Leaders Standards #1 Facilitating a Vision of Learning and #2 School Culture and Instructional Program and Superintendent Content Area Standards #1 Facilitating a Vision of Learning Facilitating a Vision of Educational Excellence and #2 Learning Environment and Instructional Program
Each student will write a research-based, concise analysis of his or her own current School District Improvement Plan and Process, including a systems analysis. Attention will be particularly focused on leadership (teacher and administrator) to improve teaching and learning within the school context. This analysis should be a typed 5-8 page, double-space document, that meets expectations for graduate-level scholarly writing and that follows all applicable conventions presented in the Publication Manual of the American Psychological Association.
In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in constructing a district vision of learning and educational excellence and in improving the district learning environment, culture, and instructional program.

Component #9 – Assigned in EOL 563 The School Superintendency
Reflection on Professional School Leaders Standards #1 Facilitating a Vision of Learning and #4 Collaboration with Families and Communities and Superintendent Content Area Standards #1 Facilitating a Vision of Educational Excellence and #4 Collaboration with Families and Communities
Each student will prepare a reflection paper that addresses the leadership role of the superintendent in creating and implementing a vision of educational excellence within the school district and the responsibility of the superintendent in creating and implementing effective partnerships with the various stakeholders in a public school district.
In preparing this assignment for inclusion in the Common Assessment Portfolio, each student also must add a reflective statement on how this assignment improved his or her understanding of the superintendent’s role in constructing a district vision of learning and educational excellence and in collaborating with all the members of the educational community to implement that vision of excellence.

Component #10 – Assigned in EOL 560 Clinical Experience in Administration
Impact on P-12 Learning – Site Project Design
Each student will prepare a Site Project Agreement presenting a plan for a project that will make a significant contribution to the educational program of the clinical experience district site, will be instructive to the student, will be conducted under the leadership of the student, and will pose a challenge to the student in improving the teaching and learning environment of the school district.
Component #11 – Assigned in EOL 560 Clinical Experience in Administration
Impact on P-12 Learning – Site Project Implementation

Each student will prepare a Site Project Report presenting a full and formal explanation of a completed project designed to make a significant contribution to the educational program of the district, including educational objectives, participants and duration, implementation process, and outcomes reflecting a positive impact on the teaching and learning environment of the district.

Note: When all required components of the Common Assessment Portfolio have been completed, they will be appropriately assembled and a hard copy presented to the CEPC for evaluation. Each certification candidate must successfully complete a Common Assessment Portfolio before he or she may receive the EOL Department’s recommendation for certification.