Phase Three: Program Monitoring and Completion

Throughout the two-year program, the leadership coach and local program coordinator work closely with candidates to monitor attainment of the required number of professional learning and coaching hours as well as progress toward mastery of CPSEL elements. Formative assessments include the planning, implementation and assessment of Leadership Learning Goal(s), Collaborative Summary reflections and feedback on candidates' CPSEL Self-Assessment and Reflections.

End of Year One - Digital Portfolio – midpoint review

In an effort to provide evidence of growth, at the **end of year one**, the candidates submit an **End of Year 1 Digital Portfolio**. Below are the requirements. They are also included the *Midpoint Review – End of Year 1* form that must be competed (see appendix J):

Phase One:
- ☐ Coaching Agreement
- ☐ Background and Work Context
- ☐ Supervisor's Input Meeting

Phase Two:
- ☐ Coaching Experience Logs (at least two)
- ☐ Verification of coaching hours (minimum 40 hours)
- ☐ CPSEL self-assessment – initial and benchmark
- ☐ LLG with end of year 1 reflection
- ☐ Professional Learning Reflection (at least two)
- ☐ Professional Learning Log (minimum 20 hours)

Phase Three:
- ☐ End of year one digital portfolio – with leadership coach reflection on candidate's progress, requires signature from candidate, leadership coach, and program coordinator
- ☐ End of year one survey
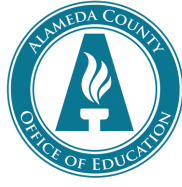
## End of Year Two - Digital Portfolio – program completion

The summative assessment for program completion and credential recommendation is a review of the observed and documented ILP progress and evidence of CPSEL competency. The candidate must complete the form *Program Completion – End of Year 2* (see appendix K). It is collaboratively assembled by the candidate and leadership coach, and includes the candidate's reflection on the induction experience and leadership practice. Candidate assessments, self-reflections and documentation of required coaching and professional development hours are kept in the candidate's digital portfolio. In addition, the candidate must include, on letterhead from his or her employer, a letter verifying successful completion of two years in a full-time administrative position. Upon completion of the portfolio, candidates participate in an exit presentation or interview to review the portfolio with his or her leadership coach and local program coordinator. The final recommendation is given by the program director to CCTC.

Letter of Verification of Two Years as a Successful Administrator

Another required component for program completion and credential recommendation is a letter verifying two years of successful experience in a full-time administrative position. This letter must be on district letterhead from the candidate's employer and it must be signed by either the superintendent, assistant superintendent, or the director of human resources.

Candidate Portfolio

The portfolio is designed to have a candidate present his or her leadership experiences and to reflect in a manner that represents his/her thinking and professional learning. A completed portfolio is required for each candidate and is used to verify CPSEL growth and competency. It is also used to validate that candidates have completed all required program components for the Clear Administrative Services Credential recommendation. The lists below detail all the required documents from each phase that must be included in the candidate's digital portfolio. All documents must be in the portfolio to be considered for review. The Digital Portfolio rubric will be use by both the leadership coach and program director to determine the meeting of program standards for the portfolio. The final determination and recommendations are made by the program director.
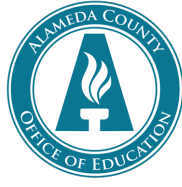
Digital Portfolio documents required from each phase:

Phase One:
- ☐ Coaching Agreement
- ☐ Background and Work Context
- ☐ Supervisor's Input Meeting

Phase Two:
- ☐ Coaching Experience Logs (at least four)
- ☐ Verification of coaching hours (minimum 80 hours)
- ☐ CPSEL self-assessment – initial, benchmark, and final
- ☐ LLG with end of year 1 reflection
- ☐ Professional Learning Reflection (at least four)
- ☐ Professional Learning Log (minimum 40 hours)

Phase Three:
- ☐ End of program survey
- ☐ Verification of program completion form
  - o Portfolio content (from phases one and two)
  - o Verification of employment letter (also added to the digital portfolio)
  - o Selection of CPSEL elements to which artifacts are included
  - o Exit reflection questions
  - o Signatures of candidate, leadership coach, and program coordinator
- ☐ Candidate CCTC Information Form (hard copy handed in at the time of exit presentation)

Digital Portfolio Review

The candidate's digital portfolio will be reviewed for accuracy and completion first by the coach and second by the program director. The Digital Portfolio rubric will be used by both. The goal is to ensure that the candidate has produce work that is proficient if not exemplary as per the rubric criteria.

Exit Presentation or Interview

After the in-depth work completed by the candidate over the course of two years, where he/she spent time reflecting and learning, the exit presentation or interview is the opportunity for candidates to show case and celebrate their successes. It is also a time to demonstrate their growth and competencies in the CPSELs.
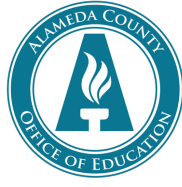
Using the Program Completion Verification form the candidate will address the following areas to validate his/her learning in the program and certify that all requirements have been met:

- Identify one element from each of the six CPSELs to 1) demonstrate competency, 2) provide evidence (including location in the portfolio)

- Identify two elements to highlight (from the six described above) for the exit presentation or interview to describe growth and impact as a leader and what future steps will be taken to continue growing.

After reviewing the digital portfolio, listening to presentation or interview, and reading the Program Completion Verification form, the program director makes the final determination and recommendation to CCTC.

CCTC Information Sheet

In order to completely process the recommendation for the Clear Credential, the candidate must complete the *CCTC Information Form* (see appendix M). All the information on the form is needed for that purpose. This form is to be presented in person to the program director during the exit presentation or interview. As a reminder, candidates must possess a valid Preliminary Service Credential prior to the recommendation by ACOE.

End of Program Survey

In order to continue being a learning organization, we ask that candidates and leadership coaches provide ACOE with feedback. The program survey is used to provide ACOE with insights on needed enhancements. Verification of survey completion is included in the candidate's digital portfolio with a screenshot of the end of the survey page showing completion.