

Educational Leadership  
College of Education  
San José State University

PORTFOLIO ASSESSMENT for TIER 1  
Problems in Administrative Settings

**Requirements:** The State and the University expect candidates for the Master's degree in Educational Administration and Higher Education and applicants for the Preliminary Administrative Services Credential (Tier 1) to demonstrate mastery of knowledge and skills, as well as competence in application, related to their field of study.

**PreRequisites:** All applicants for the Preliminary Administrative Services Credential and candidates for the Master's degree must have completed all courses required for the credential and/or degree prior to and/or during the semester in which they demonstrate competence.

**Definition:** The Tier 1 Portfolio is the demonstration of competency for the Master's degree and Preliminary Services Credential. The Portfolio takes the place of a final written or oral comprehensive examination at the end of graduate level programs.

**Procedure:** Please carry out the following tasks in preparing and presenting your portfolio.

Portfolio materials will be organized into a loose-leaf binder with the following tabs, reflections, and examples:

1. A cover sheet giving your name, position title, work site name, work site address, work telephone number, e-mail address, work supervisor's name, work address, work telephone number, e-mail address, and your SJSU advisor's name.
2. A current brief resume.
3. The Approved Program for Preliminary Administrative Services Credential Checklist.
4. A self-assessment of your current administrative knowledge and skill mastery using the Portfolio Personal Assessment.
5. Achievement Summary for ED AD 242 for both semesters.

6. Specific evidence of your accomplishments that demonstrate your competence as an emerging leader or administrator in each of the five theme areas:

*Administrative Concepts and Management Strategies*

*Role of Schooling in a Democratic Society*

*Building Equity in Diverse Communities*

*Managing and Leading Change*

*Research and Reflection on Practice*

Please use one index tab for each of the five themes and behind each index tab, include specific evidence of your competency:

**7. Administrative Concepts and Management Strategies**

- At least three (3) pieces of evidence from your work at school or from classes which demonstrate your leadership in this area.
- A two (2) page reflection on skills in administration and management you have learned in Tier 1: refer to classes, readings, and simulations.

**8. Role of Schooling in a Democratic Society**

- At least three (3) pieces of evidence showing your use of group process and democratic decision making which you have learned in Tier 1: refer to classes, readings, and simulations.
- A two (2) page reflection on skills in group process and democratic decision making which you have learned in Tier 1: refer to classes, readings, and simulations.

**9. Building Equity in Diverse Communities**

- At least three (3) pieces of evidence showing your work in equity and diversity from your work site or from classes.
- A two (2) page reflection on skills in equity and diversity, which you have learned in Tier 1: refer to classes, readings, and simulations.

**10. Managing and Leading Change**

- At least three (3) pieces of evidence showing you leading and managing change from your work site or from class.
- A two (2) page reflection on how you have managed and led change and what you learned in Tier 1: refer to classes, readings, and simulations.

**11. Research and Reflection on Practice**

- A copy of your completed Action Research Project.
- A two (2) page reflection on how research and reflective writing have improved your leadership skills.

12. A reflective essay summarizing your strengths, needs for continuing professional and personal growth, and your specific plans (what, how, when) for the next two years.
13. A two page reflective evaluation of the credential program and if appropriate, the Master's degree program. Comment on the quality of the curriculum goals, objectives, instruction, student assessment, relationships with faculty, access to information, and advising. Your comments will help us improve experiences for students who follow you.
14. Make another copy of each of the following items which you will give to your SJSU advisor to be filed in your permanent folder at SJSU, separate from your portfolio:
  - Cover page
  - Current resume
  - Completed Approved Program for Preliminary Administrative Services Credential Checklist
  - A self-assessment of your current administrative knowledge and skill mastery using the Portfolio Personal Assessment
  - Achievement Summary for EDAD 242 for both semesters
  - A reflective essay summarizing your strengths, needs for continuing professional and personal growth, and your specific plans (what, how, when) for the next two years.
  - An evaluation essay assessing the credential program and if appropriate, the Master's degree program. Comment on the quality of the curriculum goals, objectives, instruction, student assessment, relationships with faculty, access to information, and advising. Your comments will help us improve experiences for students who follow you.
15. Due date for Portfolios: April 15. The candidate will meet with her/his SJSU advisor and work supervisor one month before the end of the semester to formally present the portfolio. After presenting your portfolio in a formal meeting with your SJSU advisor and work supervisor, your SJSU advisor will sign off on your demonstration of competence, accepting your portfolio as the final evaluation of your program. You will then hand in the seven copied items required for your permanent file at SJSU.
16. All portfolios will be turned in to the Educational Administration Department for review by faculty. Portfolios will be displayed at the graduation dinner on May 22 and may be picked up there or by June 1 at the Educational Administration Department office.