

## TIER 2 PORTFOLIO ASSESSMENT

**Requirements:** All candidates for the Professional Administrative Credential (Tier 2) must complete a portfolio as the final assessment of the Tier 2 program.

**PreRequisites:** The portfolio will be presented near the end of the semester in which all course work and field work for the Tier 2 credential have been completed.

**Definition:** The Tier 2 Portfolio is the demonstration of competency for the Professional Services Credential (Tier 2). The Portfolio takes the place of a final written or oral comprehensive exam at the end of graduate level programs.

### **Organization of the Final Portfolio:**

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

1. A **cover sheet** for official purposes including your name, position title, work site, work address, phone number and e mail address. The district mentor's name, work address, work phone number, and e mail address will also be included on the cover sheet. Also include your SJSU advisor's name.
2. A current, brief **resume**.
3. The checklist for the Portfolio Assessment for Tier 2 (this).
4. A completed copy of the "21<sup>st</sup> Century School Administrator Skills: **Self-Assessment** for Instructional Leaders" which assesses your leadership skills. A two-page **reflection** on what this assessment instrument means to you. You may also include information from the Situational Leadership LBA II Inventory.
5. Your **current** working Professional Development Action Plan (**PDAP**) for Tier 2 listing your leadership goals. You should have goals in each of the five theme areas of the Tier 2 program:

**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**

One index tab each for the five themes of the Tier 2 program and behind each index tab, include specific evidence of your competency:

**7. Administrative Concepts and Management Strategies**

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

**8. Role Of Schooling In A Democratic Society**

- A two page reflection on skills in group process and democratic decision making which you have learned in Tier 2: refer to your leadership in this area in the workplace and refer to classes, readings, and simulations.
- At least 3 pieces of evidence showing your use of group process and democratic decision making at your work site.

**9. Building Equity In Diverse Communities**

- A two page reflection on skills in equity and diversity which you have learned in Tier 2: refer to your leadership in the workplace and refer to classes, readings, and simulations.
- At least 3 pieces of evidence showing your work in equity and diversity from your worksite.

**10. Managing and Leading Change**

- A two page reflection on how you have managed and led change and transition which you have learned in Tier 2: refer to your leadership in the workplace and refer to classes, readings, simulations, and your change matrix.
- At least 3 pieces of evidence showing you leading and managing change and transitions from your work site. Some evidence can be an extension and in-depth explanation of your change matrix.

**11. Research and Reflection On Practice**

- A copy of your completed Change Matrix . A copy of your Action Research project also goes here if you are finishing your M. A.
- Peer Coaching Log and Reflection; Mentor Log and Reflection; 30 non-university hours log , relation to PDAP, and reflection
- A 2 page reflection on how research and reflective writing have improved your leadership skills.

12. Your **future PDAP** for the next 2 years after you finish the Tier 2 program (required by CTC).
13. A two page reflective **evaluation** of the Tier 2 program.
14. Make another **copy** of each of the following 6 items which will be turned in to the Educational Leadership department and filed in the permanent folder at SJSU:
  - Cover page
  - Current resume
  - Completed PDAP
  - Future PDAP
  - Peer Coaching/Mentor/30 hours log and reflection
  - Written evaluation of the Tier 2 program.
15. The due date for the Tier 2 Portfolio is April 15.
16. The candidate will meet with her/his SJSU advisor and district mentor at least two months before the final presentation to discuss the candidate's display of competence. After questions and approval by the SJSU advisor, the candidate will formally present the portfolio to the SJSU advisor and the district mentor. After the candidate has presented the completed portfolio (evidence of competency) in a formal meeting, the SJSU advisor will sign off on this demonstration of competency, accepting the portfolio as the final evaluation of the program. At the same meeting, the candidate should hand in to the SJSU advisor the 6 duplicated items required for the candidate's permanent folder at SJSU.
17. All portfolios will be turned in to the Educational Leadership department for review by faculty. Portfolios will be displayed at the graduation dinner and may be picked up there or by June 1 in the Educational Leadership office.