

School Principals (Ed 614.04) Self-Assessment Worksheet

Ed 614.04 School Principals

Directions: This matrix worksheet should be completed by the program. It should contain information that serves as an index or guide for the reviewers as they review all evidence provided. Evidence referenced on this worksheet should be clearly marked according to the standards. The same piece of evidence may meet more than one standard. Please reference specific parts of evidence whenever possible, particularly for large pieces of evidence.

Ed 614.04 SCHOOL PRINCIPALS	DESCRIPTION OF HOW THE PROGRAM ADDRESSES THE STANDARD. INDICATE THE RELATIONSHIP TO ED 610.02 PROFESSIONAL EDUCATION STANDARDS (IF ANY).	DESCRIPTION OF THE ASSESSMENT SYSTEM USED TO PROVIDE EVIDENCE AND DATA AND TO INFORM CONTINUOUS IMPROVEMENT.
(a) The school principal program shall provide the student with the ability to use selection, retention and final evaluation procedures for effective selection of teachers and support personnel.		
(b) The program shall allow for individualized programs of study and experience.		
(c) Qualifications for principal shall include the following skills, competencies and knowledge:		
(1) Educational leadership;		
(2) Knowledge of school culture and instructional programs;		
(3) Management of the organization and operation of the school;		
(4) Relationships with the school and community;		
(5) Integrity, fairness and ethics in learning;		
(6) The social and cultural context of learning; and		

(7) Knowledge of how to develop local district goals.		
(d) In the area of educational leadership, the candidate shall have the ability to:		
(1) Facilitate the development, articulation, implementation, and stewardship of a vision of learning to share with and supported by the school community;		
(2) Engage all shareholders in the development of the vision and make clear the relationship between vision and mission;		
(3) Listen, analyze and respond clearly and appropriately to issues related to the needs of the school community;		
(4) Communicate the school's vision regularly with parents, community members, and those connected directly with the school using a variety of methods; and		
(5) Shape the educational plan and actions within the school reflecting the district's mission, planning and assessment processes.		
(e) In the area of the knowledge of school culture and instructional programs, the individual shall:		
(1) Promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth; and		
(2) Have the ability to: <ul style="list-style-type: none"> a. Establish clear goals, a vision and expectations for students, with assessment processes in place, promoting student growth and development; b. Demonstrate knowledge of learning 		

<p>and motivational theories and has the ability to create and implement research based strategies while providing support for educators;</p> <p>c. Encourage educators to design, implement, evaluate or refine curriculum and has a functional knowledge of existing curriculum across disciplines;</p> <p>d. Demonstrate knowledge of effective teaching practices, acknowledge current methods and practices, and demonstrate the ability to evaluate and improve the school's educational program;</p> <p>e. Demonstrate the knowledge to provide for, develop strategies for, and enhance opportunities for diverse learners;</p> <p>f. Plan and implement professional development activities for self and staff members;</p> <p>g. Demonstrate knowledge of effective use of technology and support current methods and practices among students and staff; and</p> <p>h. Understand the change process and recognize the levels of individual and institutional change.</p>		
<p>(f) In the area of management of the organization, operation, and resources for a safe, efficient, effective, and positive learning environment, the candidate shall have the ability to:</p>		
<p>(1) Provide a safe school environment and plan and execute systematic emergency drills, training, and revisions as needed;</p>		
<p>(2) Recognize and communicate facility maintenance needs with appropriate personnel to resolve concerns;</p>		

(3) Manage human resources responsibly, efficiently and effectively in a collaborative manner while addressing staff needs;		
(4) Generate reports and maintain records in an efficient, timely and succinct manner while preserving confidentiality; and		
(5) Demonstrate knowledge of school cultures and gather feedback to develop and maintain a positive school climate.		
(g) In the area of management of the relationships with the school and community, the candidate shall have the ability to:		
(1) Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;		
(2) Recognize and respond to emerging issues impacting the school and community;		
(3) Create and promote an atmosphere where diversity and tolerance are recognized and valued; and		
(4) Utilize community resources to assist in addressing issues and achieving school community goals.		
(h) In the area of integrity, fairness, and ethics to promote the success of all students, the candidate shall have the ability to demonstrate:		
(1) A leadership style that promotes organizational stability and confidence;		
(2) Professional ethics and demeanor in daily interactions with members of the school community; and		
(3) Treatment of members of the school community in a fair, equitable and dignified manner while respecting confidentiality as		

well as individual rights.		
(i) In the area of social and cultural context of learning, the candidate shall have the ability to:		
(1) Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context;		
(2) Promote, model and communicate a positive school culture in response to the larger political, social, economic, legal and cultural context;		
(3) Communicate among the school community concerning political, social, economic, legal and cultural issues and potential impact on the school; and		
(4) Demonstrate knowledge of following policies, laws and regulations.		
(j) In the area of the knowledge of how to develop local district goals, the candidate shall:		
(1) Develop professional goals which complement and support building and district level goals; and		
(2) Have the ability to demonstrate he or she can collaboratively develop and implement building level goals such as but not limited to: <ul style="list-style-type: none"> a. Recognize the nexus between national, state, district, community, and school goals; b. Develop a plan to promote and implement building goals in relationship to District goals; and c. Engage district-wide staff in the development and implementation of goals for the building. 		

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Source. #2055, eff 6-16-82; ss by #2714, eff 5-16-84; ss by #3198, eff 2-21-86, EXPIRED 2-21-92

New. #6366, eff 10-30-96; ss by #8023, eff 7-1-04; amd by #8335, eff 4-23-05; ss by #10245, eff 12-21-12