Northwest Missouri State University
College of Education and Human Services
Department of Professional Educational

Portfolio Scoring Guide

Student Name_____919 #_____ Date Submitted_____Date Scored_____

Standards Passed: Yes ☐ **No** ☐ **University Faculty** _____

The portfolio should provide evidence that the candidate has demonstrated competency based on these standards/quality indicators. If a standard/indicator is not passed it will be <u>*circled*</u>*. You must resubmit a new artifact and/or reflection that meets the criteria stated for passing. Failure to do so in a timely fashion may prohibit graduation. Master's candidate must submit 2 reflections and 2 artifacts for each standard/indicator, specialist candidate 3 of each.*

Current Resume: Pass_____Resubmit_____

Does not meet Expectations (0)	Meets Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	Exemplary Submission (4)
Resume is missing or is incomplete, writing or organization detracts from the professional appeal	Appropriate resume Writing and format are professional in appearance	Resume is well written and has professional appeal including format and organization	Resume is extremely well written and has professional appeal including format and organization	Resume is exemplary and has highly professional appeal including format and organization

Comprehensive Professional Growth Plan: Pass_____Resubmit_____

Does not meet Expectations (0)	Meets Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	Exemplary Submission (4)
Professional Growth Plan is missing or so poorly organized and written that it provides little direction and growth	Professional Growth Plan is complete and provides direction for growth	Professional Growth Plan is comprehensive, identifies specific growth areas and a plan to achieve goals	Professional Growth Plan is very comprehensive, identifies specific growth areas and a plan to achieve goals	Professional Growth Plan is extremely comprehensive, identifies specific growth areas and a plan to achieve goals

Based on ISLLC and Missouri Leader/Superintendent Standards (MO Leader/Superintendent Standard Code)

Northwest Missouri State University
College of Education and Human Services
Department of Professional Educational

ISLLC Standard 1 (1C1,2): *An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.*

The successful candidate shall choose <u>two/three</u> **artifacts to demonstrate at least** <u>two</u> **of the following functions:**

   A. Collaboratively develops, articulates, implements, and stewards a shared building/district vision and mission
   B. Collects and uses data to identify building/district goals, assesses organizational effectiveness, and promotes organizational learning
   C. Creates and implements plans to achieve building/district goals
   D. Promotes continuous and sustainable building/district improvement
   E. Monitors and evaluates building/district progress and revises plans

Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) are absent or not strong in demonstrating knowledge of vision, goals, and/or improvement. No reflection to explain artifact(s) choice or the role played in development or implementation. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) demonstrate the **knowledge** of the importance of leadership in vision development and implementation. The reflection explains the role played and responsibility assumed. The reflection also explains contributions from stakeholders.	Artifact(s) demonstrate strong leadership in **promoting** vision development and implementation. The reflection explains the role played and responsibility assumed. The reflection also explains contributions from stakeholders.	Artifact(s) demonstrate strong leadership in **collaborating** in vision development and implementation. The reflection explains the role played and responsibility assumed. The reflection also explains contributions from stakeholders.	Artifact(s) demonstrate strong leadership in **communicating** the vision and its implementation to all stakeholders. The reflection explains the role played and responsibility assumed. The reflection also explains contributions from stakeholders.	Artifact(s) demonstrate strong leadership in **evaluating and modifying** the vision and its implementation. The reflection explains the role played and responsibility assumed. The reflection also explains contributions from stakeholders.

ISLLC Standard 2 (C1,2,3): *An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.*

The successful candidate shall choose <u>two/three</u> **artifacts to demonstrate at least** <u>two</u> **of the following functions:**
A. Nurtures and sustains a culture of collaboration, trust, learning, and high expectations
B. Creates a comprehensive, rigorous, and coherent curricular program

C. Creates a personalized and motivating learning environment for students
D. Supervises instruction
E. Develops assessment and accountability systems to monitor student progress
F. Develops the instructional and leadership capacity of staff including ensuring staff professional
   growth via development of comprehensive plans
G. Maximizes time spent on quality instruction
H. Promotes the use of the most effective and appropriate technologies to support teaching and
   learning
I. Monitors and evaluates the impact of the instructional program

Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) are absent or not strong in demonstrating the ability to promote a positive school culture and instructional programs conducive to student learning and staff professional growth. Reflection is missing or insufficient to determine why the artifact was chosen. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) demonstrate the ability to **demonstrate an understanding** of school culture and instructional programs conducive to student learning and staff professional growth including development of professional growth plans. Instruction and assessment practices are designed to **fully accommodate the diverse needs of all students**. The reflection explains the choice of artifact(s), what was learned, and how it has been applied to the candidate's school setting.	Artifact(s) demonstrate the ability to **promote** a school culture and instructional programs conducive to student learning and staff professional growth including development of professional growth plans. Instruction and assessment practices are designed to **fully accommodate the diverse needs of all students**. The reflection explains the choice of artifact(s), what was learned, and how it has been applied to the candidate's school setting.	Artifact(s) demonstrate the ability to **collaboratively** promote a school culture and instructional programs conducive to student/staff learning while **monitoring and promoting implementation** of effective instruction and assessment practices. Evidence as to the alignment of staff professional growth plans to building/district goals is evident. The reflection explains in detail the choice of the artifact(s), what was learned, how it was applied, and what impact this activity will have on	Artifact(s) demonstrate the ability to **analyze the effectiveness** of school culture and instructional programs conducive to student/staff learning **while evaluating and changing** instruction and assessment practices when necessary. Evidence as to the alignment of staff professional growth plans to building/district goals is evident. The reflection explains in detail the choice of the artifact(s), what was learned, how it was applied, and what impact this activity will	Artifact(s) demonstrate the ability to **evaluate and modify** school culture and instructional programs conducive to student/staff learning **while continuously monitoring and evaluating** instruction and assessment practices for **sustained improvement and growth** of all students. Evidence as to the alignment of staff professional growth plans to building/district goals is evident. The reflection explains in detail the choice of the artifact(s), what was

			the future of the building/district.	have on the future of the building/district.	learned, how it was applied, and what impact this activity will have on the future of the building/district.

ISLLC Standard 3 (3C1,2,3): *An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.*

The successful candidate shall choose <u>two/three</u> artifacts to demonstrate at least <u>two</u> of the following functions:
A. Monitors and evaluates the management and operational systems
B. Obtains, allocates, aligns, and efficiently utilizes human, fiscal, and technological resources
C. Promotes and protects the welfare and safety of students and staff
D. Develops the capacity for distributed leadership
E. Ensures teacher and organizational time is focused to support quality instruction and student learning

                                                                    Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader

Northwest Missouri State University
College of Education and Human Services
Department of Professional Educational

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) are absent or not strong in demonstrating the ability to management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment which support the building/district vision, mission and goals. Reflection is missing or insufficient to determine why the artifact was chosen. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) sufficiently **demonstrate understanding** of the implementation of appropriate structures, **policies and procedures to support** management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment while **identifying and establishing trust with staff** which supports the building/district vision, mission and goals . Evidence is given that improvement is through collaborative efforts at the building/district level. Reflection clearly identifies why the artifact(s) was chosen.	Artifact(s) sufficiently demonstrate the implementation of appropriate structures, **policies and procedures to support** management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment while **identifying and establishing trust with staff** which supports the building/district vision, mission and goals . Evidence is given that improvement is through collaborative efforts at the building/district level. Reflection clearly identifies why the artifact(s) was chosen.	Artifact(s) sufficiently demonstrate **monitoring and analyzing the effectiveness** of appropriate structures, policies and procedures to support management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment while **building consensus with staff through a collaborative process** which supports the building/district vision, mission and goals. Evidence is given that improvement is through collaborative efforts at the building/district level. Reflection demonstrates clear connections between the reason for the artifact being chosen, what was learned and what was applied to the building/district as a result of learning.	Artifact(s) sufficiently demonstrate the **evaluation and modification** of appropriate structures, policies and procedures to support management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment while **evaluating and developing the staff** in ways which support the building/district vision, mission and goals. Evidence is given that improvement is through collaborative efforts at the building/district level. Reflection demonstrates clear connections between the reason for the artifact being chosen, what was learned and what was applied to the building/district as a result of learning.	Artifact(s) sufficiently demonstrate the implementation of appropriate structures, policies and procedures to support management of the organization, operation, and resources of the building/district for a safe, efficient, and effective learning environment which **ensures** the building/district vision, mission and goals are achieved while **sustaining ongoing management and development of staff**. Evidence is given that improvement is through collaborative efforts at the building/district level. Reflection demonstrates clear connections between the reason for the artifact being chosen, what was learned and what was applied to the building/district as a result of learning.

Northwest Missouri State University
College of Education and Human Services
Department of Professional Educational

ISLLC Standard 4 (4C1,2,3): *An education leader promotes the success of every student by collaborating with faculty, families, and community members, responding to diverse community interests and needs, and mobilizing community resources.*

The successful candidate shall choose <u>two/three</u> artifacts to demonstrate at least <u>two</u> of the following functions:
A. Collects and analyzes data and information pertinent to the educational environment
B. Promotes understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources
C. Builds and sustains positive relationships with families and caregivers
D. Builds and sustains positive relationships with community partners

Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) are absent or not sufficient to demonstrate a commitment to **collaborating** with faculty, families and community members, **responding** to diverse community interests and needs, and **mobilizing** community resources.. Reflection is missing or insufficient to determine why the artifact was chosen. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) **demonstrate** a commitment to, and active involvement in, **collaborating** with faculty, families and community members, **responding** to diverse community interests and needs, and **mobilizing** community resources. Reflection describes why the artifact(s) was chosen and how commitment and involvement are demonstrated through	Artifact(s) **exhibits** a commitment to, and active involvement in, **collaborating** with faculty, families and community members, **responding** to diverse community interests and needs, and **mobilizing** community resources. Reflection describes why the artifact(s) was chosen and how commitment and involvement are demonstrated through use of the artifact(s).	Artifact(s) clearly **promotes** a high level of commitment to, and active involvement in, **collaborating** with faculty, families and community members, **responding** to diverse community interests and needs, and **mobilizing** community resources. The reflection clearly describes why the artifact(s) were chosen and how the artifacts demonstrate a high level of commitment to, and involvement with, faculty	Artifact(s) clearly **communicates** a high level of commitment to, and active involvement in, **collaborating** with faculty, families and community members, **responding** to diverse community interests and needs, and **mobilizing** community resources. The reflection clearly describes why the artifact(s) were chosen and how the artifacts demonstrate a high level of commitment to,	Artifact(s) clearly **models** a high level of commitment to, and active involvement in, collaborating with faculty, familes and community members, responding to diverse community interests and needs, and mobilizing community resources. The reflection clearly describes why the artifact(s) were chosen and how the artifacts demonstrate a high level of commitment to,

		and community members, responding to diverse community interests and needs, and mobilizing community resources. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.	and involvement with, faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.	and involvement with, faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.
use of the artifact(s).				

ISLLC Standard 5 (5C1): *An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.*

The successful candidate shall choose two/three artifacts to demonstrate at least two of the following functions:
A. Ensures a system of accountability for every student's academic and social success
B. Models principles of self-awareness, reflective practice, transparency, and ethical behavior
C. Safeguards the values of democracy, equity, and diversity
D. Considers and evaluates the potential moral and legal consequences of decision-making
E. Promotes social justice and ensures that individual student needs inform all aspects of schooling

Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader

Artifact(s) is absent or not sufficient to demonstrate the importance of acting with integrity, fairness, and in an ethical manner. Reflection is missing or inadequate to demonstrate choice of artifact(s) or connection to ethical leadership behavior. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) **recognizes** the importance of acting with integrity, fairness, and in an ethical manner. The reflection identifies why the artifact(s) was chosen and some connection to **responsible personal and professional** leadership behavior.	Artifact(s) **demonstrates** the importance of acting with integrity, fairness, and in an ethical manner. The reflection identifies why the artifact(s) was chosen and connection to **responsible personal and professional** leadership behavior.	Artifact(s) are exemplary in **promoting** the importance of acting with integrity, fairness, and in an ethical manner. The reflection clearly describes why the artifact(s) was chosen and how it demonstrates understanding and application of the importance of acting with **responsible personal and professional** leadership behavior to promote the success of every student. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.	Artifact(s) are exemplary in **communicating** the importance of acting with integrity, fairness, and in an ethical manner. The reflection clearly describes why the artifact(s) was chosen and how it demonstrates understanding and application of the importance of acting with **responsible personal and professional** leadership behavior to promote the success of every student. Implications have been stated as to what impact this activity(s) will have on the future of the building/district	Artifact(s) are exemplary in **modeling** the importance of acting with integrity, fairness, and in an ethical manner. The reflection clearly describes why the artifact(s) was chosen and how it demonstrates and evaluates the importance of acting with **responsible personal and professional** leadership behavior to promote the success of every student. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.

*6. (6C1,2,3) An education leader promotes the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

The successful candidate shall choose two/three artifacts to demonstrate at least two of the following functions:
A. Advocates for children, families, and caregivers
B. Acts to influence local, district, state, and national decisions affecting student learning
C. Assesses, analyzes, and anticipates emerging trends and initiatives in order to adapt leadership strategies

Pass_____Resubmit_____

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) is absent or	Artifact(s)	Artifact(s) demonstrates	Artifact(s) demonstrate the	Artifact(s)	Artifact(s)

not sufficient to demonstrate processes needed to understand, respond to, and/or influence the larger political, social, economic, legal, and cultural context. Reflection is missing or inadequate to demonstrate an understanding of these processes. Artifact was that of a classroom teacher not an aspiring leader.	demonstrates **understanding** of the processes needed to **understand, respond to, and/or influence** the larger political, social, economic, legal, and cultural context including the necessity of advocating for policies and resources at local, state and federal levels to ensure equity of the educational experience for each student in the building/district. The reflection identifies why the artifact(s) was chosen and how it demonstrates an understanding of these processes.	an **awareness** of the processes needed to **understand, respond to, and/or influence** the larger political, social, economic, legal, and cultural context including the necessity of advocating for policies and resources at local, state and federal levels to ensure equity of the educational experience for each student in the building/district. The reflection identifies why the artifact(s) was chosen and how it demonstrates an understanding of these processes.	**design** of processes needed to **understand, respond to, and/or influence** the larger political, social, economic, legal, and cultural context including the necessity of advocating for policies and resources at local, state and federal levels to ensure equity of the educational experience for each student in the building/district. The reflection clearly identifies why the artifact(s) was chosen and how it demonstrates understanding of these processes. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.	demonstrates **advocacy** of the processes needed to **understand, respond to, and/or influence** the larger political, social, economic, legal, and cultural context. The reflection identifies why the artifact(s) was chosen and how it demonstrates an understanding of these processes. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.	demonstrates the **evaluation and modification** of processes needed to **understand, respond to, and/or influence** the larger political, social, economic, legal, and cultural context. The reflection identifies why the artifact(s) was chosen and how it demonstrates an understanding of these processes. Implications have been stated as to what impact this activity(s) will have on the future of the building/district.

7. (6C1) *An educational leader remains current on best practices in education administration and school related areas as evidenced by establish a plan for his /her professional development each year.*

The successful candidate shall choose <u>two/three</u> artifacts to demonstrate at least <u>two</u> of the following functions:
A. Begins to acquire appropriate knowledge, skills, and best practices to positively impact staff development and student learning.
B. Creates own comprehensive professional growth plan indicative of an aspiring leader at the building/district level. (**Comprehensive Professional Growth Plan from above qualifies as one artifact.**)

Pass_____Resubmit_____

Northwest Missouri State University
College of Education and Human Services
Department of Professional Educational

Does not meet Expectations (0)	Candidate (1)	New Leader (2)	Developing Leader (3)	Proficient Leader (4)	Distinguished Leader
Artifact(s) is absent or not sufficient to demonstrate the importance of remaining current on best practices in education administration by creating as plan for his/her professional development. Reflection is missing or inadequate to demonstrate choice of artifact(s) or connection to best practices or professional development. Artifact was that of a classroom teacher not an aspiring leader.	Artifact(s) **demonstrates** the importance remaining current on best practices in education administration by creating as plan for his/her professional development that includes increased **knowledge and skills based on best practices.** The reflection identifies why the artifact(s) was chosen and some connection to best practices or professional development.	Artifact(s) **demonstrates** the importance remaining current on best practices in education administration by creating as plan for his/her professional development that includes increased **knowledge and skills based on best practices.** The reflection identifies why the artifact(s) was chosen and some connection to best practices or professional development	Artifact(s) **demonstrates** the importance remaining current on best practices in education administration by creating as plan for his/her professional development that includes increased **knowledge and skills based on best practices.** The reflection identifies why the artifact(s) was chosen and some connection to best practices or professional development.	Artifact(s) selected **communicates** to all faculty and staff the importance of remaining current on best practices in education administration by creating as plan for his/her professional development that includes increased **knowledge and skills based on best practices.** The reflection identifies why the artifact(s) was chosen and connection to best practices or professional development	Artifact(s) selected **models** to all faculty and staff the importance remaining current on best practices in education administration by creating as plan for his/her professional development that includes increased **knowledge and skills based on best practices.** The reflection identifies why the artifact(s) was chosen and direct connection to best practices or professional development.