LIBERTY UNIVERSITY. | SCHOOL of EDUCATION

School Administration

Advanced Competency Assessment

Check one:

_____ Preliminary Midterm Evaluation
_____ Final Evaluation

Intern name:	Intern LU ID#:	Endorsement(s) seeking:
Host school:	Host school address:	Host school phone:
Onsite mentor name:	Onsite mentor email:	Grade level(s):

Instructions: Referring to the rating descriptions below, choose the rating level that best describes the intern's performance on each standard. In order to complete the program successfully, interns must have met every standard at a "Basic Proficiency" level or higher. Provide a comment below for any rating at a "Not Met" level. Interns who receive any "Not Met" ratings will receive remediation before being able to complete the program.

Points	Rating	Description
4	**MET:** Distinguished	*Distinguished performance* indicates an extraordinarily high level of proficiency as evidenced by *a majority* of standard elements displayed in *at least 2* of the 6 customized internship projects. (This rating should be applied *sparingly*. Very few candidates perform at this level.)
3	**MET:** Advanced Proficiency	*Advanced proficiency* indicates performance beyond the minimal level described in the competency as evidenced by *multiple* standard elements displayed in *at least 2* of the 6 customized internship projects.
2	**MET:** Basic Proficiency	*Basic proficiency* indicates a satisfactory yet minimal level of performance as evidenced by *at least 1* standard element displayed in *at least 1* of the 6 customized internship projects.
1	**NOT MET:** Unsatisfactory	*Unsatisfactory performance* indicates insufficient evidence of proficiency.
0	**NOT MET:** No Evidence	*No evidence* of the candidate's performance on this competency has been observed.

1.0 VISION

1.1 Collaborate to develop articulate, implement, and steward a shared vision of learning. *Design and support a collaborative process for developing and implementing a school vision.* *Articulate a school vision of learning characterized by respect for students and their families and community partnerships.* *Develop a comprehensive plan for communicating the school vision to appropriate schools constituencies.* *Formulate plans to steward school vision statements.*	4	3	2	1	0
1.2 Collect data and use it to identify school goals, assess organizational effectiveness, and implement plans to achieve school goals. *Develop and use evidence-centered research strategies and strategic planning processes.* *Create school-based strategic and tactical goals.* *Collaboratively develop implementation plans to achieve those goals.* *Develop a school improvement plan that outlines to district improvement plans.*	4	3	2	1	0
1.3 Promote continual and sustainable school improvement. *Identify strategies or practices to build organizational capacity that promote continuous and sustainable school improvement.* *Design a transformational change plan at the school-building-level.* *Design a comprehensive, building-level professional development program.*	4	3	2	1	0
1.4 Evaluate school progress and revise plans supported by stakeholders. *Develop a school plan to monitor program development and implementation of school goals.* *Construct an evaluation process to assess the effectiveness of school plans and programs.* *Interpret information and communicate progress toward achievement of school vision and goals for educators in the community and other stakeholders.*	4	3	2	1	0

2.0 INSTRUCTION

2.1 Sustain a school culture and instructional program conducive to learning through collaboration, trust, and a personalized learning environment with high expect expectations for students. *Collaborate with others to accomplish school improvement goals.* *Incorporate cultural competence and development of programs, curricula, and instructional practices.* *Monitor school programs and activities to ensure personalized learning opportunities.* *Recognize, celebrate, and incorporate diversity in programs, curriculum, and instructional practices.* *Facilitate the use of appropriate content-based learning materials and learning strategies.* *Promote trust, equity, fairness, and respect among students, parents, and school staff.*	4	3	2	1	0
2.2 Create and evaluate comprehensive, rigorous, and coherent curricular and instructional programs. *Collaborate with faculty to plan, implement, and evaluate a court dated, aligned, and articulated curriculum.* *Use evidence-centered research in making curricular and instructional decisions.* *Interpret information and communicate progress toward achievement.* *Design evaluation systems and make school plans based on multiple measures of teacher performance and student outcomes, and provide feedback based on evidence.*	4	3	2	1	0
2.3 Develop and supervise the instructional and leadership capacity of staff. *Work collaboratively with school staff to improve teaching and learning.* *Design the use of differentiated instructional strategies, curriculum materials, and technologies to maximize high-quality instruction.* *Design professional growth plans to increase the capacity of school staff and leaders that reflect national professional development standards.*	4	3	2	1	0
2.4 Promote the most effective and appropriate technologies to support teaching and learning. *Use technologies for improved classroom instruction, student achievement, and continuous school improvement.* *Monitor instructional practices within the school and provide assistance to teachers.* *Use technology and performance management systems to monitor, analyze, and evaluate school assessment data results for accountability reporting.*	4	3	2	1	0

3.0 ORGANIZATION					
3.1 Monitor and evaluate school management and operational systems. *Analyze school processes and operations to identify and prioritize strategic and tactical challenges for the school.* *Develop school operational policies and procedures.* *Develop plans to implement and manage long-range plans for the school.*	4	3	2	1	0
3.2 Efficiently use human, fiscal, and technological resources to manage school operations. *Develop multi-year fiscal plans and annual budgets outlined to the school's priorities and goals.* *Analyze a school's budget and financial status.* *Develop facility and space utilization plans for a school.* *Project long-term resource needs of the school.* *Use technology to manage school operational systems.*	4	3	2	1	0
3.3 Promote school-based policies and procedures that protect the welfare and safety of students and staff. *Develop a comprehensive plan for providing school staff, students, and visitors with a safe and secure school building environment.* *Plan an aligned building discipline management policies and plan.* *Evaluate and implement discipline management plans.*	4	3	2	1	0
3.4 Develop school capacity for distributed leadership. *Identified leadership capabilities of staff.* *Model distributed leadership skills.* *Involves school staff in decision-making processes.*	4	3	2	1	0
3.5 Ensure teacher and organizational time focuses on supporting high-quality instruction and learning. *Develop school policies that protect time and schedules to maximize teacher instructional time and student learning.* *Develop a school master schedule.*	4	3	2	1	0
4.0 COMMUNITY					
4.1 Collaborate with faculty and community members by collecting and analyzing information pertinent to the improvement of the educational environment. *Use collaboration strategies to collect, analyze, and interpret school, student, faculty, and community information.* *Communicate information about the school within the community.*	4	3	2	1	0
4.2 Mobilize community resources by promoting an understanding, appreciation, and use of diverse cultural, social, and intellectual resources within the school community. *Identify and use diverse community resources to improve school programs.*	4	3	2	1	0
4.3 Respond to community interests and needs by building and sustaining positive school relationships with families and caregivers. *Conduct needs assessments of families and caregivers.* *Involve families and caregivers in the decision-making processes at the school.*	4	3	2	1	0
4.4 Respond to community interests and needs by building and sustaining productive relationships with community partners. *Conduct needs assessment of community partners.* *Develop effective relationships with a variety of community partners.* *Involve community partners in the decision-making processes at the school.*	4	3	2	1	0
5.0 ETHICS					
5.1 Act with integrity and fairness to ensure a school system of accountability for every student's academic and social success. *Act with integrity and fairness in supporting school policies and staff practices that ensure every student's academic and social success.* *Create an infrastructure that helps to monitor and ensure equitable practices.*	4	3	2	1	0
5.2 Model principles of self-awareness, reflective practice, transparency, and ethical behavior as related to the candidate's role within the school. *Formulate a school-level leadership platform grounded and ethical standards and practices.* *Analyze leadership decisions in terms of established ethical practices.*	4	3	2	1	0
5.3 Safeguard the values of democracy, equity, and diversity within the school. *Develop, implement, and evaluate school policies and procedures that support democratic values, equity, and diversity issues.*	4	3	2	1	0

Develop appropriate communication skills to advocate for democracy, equity, and diversity.						
5.4	**Evaluate the potential moral and legal consequences of decision-making in the school.** *Formulate sound school strategies to educational dilemmas.* *Evaluate school strategies to prevent difficulties related to moral and legal issues.*	4	3	2	1	0
5.5	**Promote social responsibility within the school to ensure that individual student needs inform all aspects of school.** *Review and critique school policies, programs, and practices to ensure that student needs inform all aspects of schooling, including social justice, equity, confidentiality, acceptance, and respect between and among students and faculty within the school.* *Develop the resiliency to uphold core values and persist in the face of adversity.*	4	3	2	1	0
6.0 CONTEXT						
6.1	**Advocate for school students, families, and caregivers.** *Analyze how law and policy are applied consistently, fairly, and ethically within the school.* *Advocate based on an analysis of the complex causes of poverty and other disadvantages.* *Serve as a respectable spokesperson for students and families within the school.*	4	3	2	1	0
6.2	**Act to influence local, district, state, and national decisions affecting student learning.** *Advocate for school policies and programs that promote equitable learning opportunities and student success.* *Communicate policies, laws, regulations, and procedures to appropriate school stakeholders.*	4	3	2	1	0
6.3	**Anticipate and assess emerging trends and initiatives in order to adapt school-based leadership strategies.** *Identify and anticipate emerging trends and issues likely to affect the school.* *Adapt leadership strategies and practice to address emerging school issues.*	4	3	2	1	0

Final grade recommended for the internship:	**Final Grade**
A = *strongly recommended for an administrative position (most ratings are 3 or 4)* **B** = *recommended for an administrative position (most ratings are 2 or 3)* **C** = *conditional recommendation for administration (most ratings are 1 or 2)* **D** = *not recommended for licensure or administration (most ratings are 0 or 1)* **F** = *not recommended for licensure or administration (most ratings are 0)*	
Comments for any rating(s) at any "Not Met" levels:	
Other comments:	
On-site Mentor Signature:	**Date:**