**Practicum Log Sheet- Initial Administrator Portfolio**

**The Administrative Practicum-** The Administrative Practicum was a practical experience planned in collaboration with Christine Nichols, put into written form, and approved by Robert Boye’, Kevin Miller, Erika Pinkerton, Kerry Dwight, and Jon Martz. This **360 hour** (minimum) Administrative Practicum is designed to provide opportunities for aspiring school administrators to develop a greater understanding of specific administrative processes and skills essential for effective educational leadership. It enabled me to practice fusing theory with reality under the supervision of the aforementioned mentors at Douglas High School and Brockway Elementary. Two-thirds of the hours were spent at Douglas High School and one-third of the hours were spent at Brockway Elementary.

**TITLE** **HOURS** **SITE** **MENTOR**

Principal 162 Brockway Kevin Miller/Erika Pinkerton

VP/AD 135 Douglas Rob Boye’

Registration 20 Douglas Rob Boye’

Principal 15 Winston Middle Kevin Miller/Rob Boye’

Team Member 12 Sutherlin High Rob Boye’

Athletic Director 20 Douglas Rob Boye’/Jon Martz

Site Council 6 Douglas Rob Boye’

School Board 6 Winston-Dillard Rob Boye’

Booster Club 2 Douglas Rob Boye’

Athl. Supervision 40 Douglas Rob Boye’/Jon Martz

**TOTAL**

418 Hours (256 @ Preferred)-(162 @ Supplemental)

This Practicum Log Sheet captures a glimpse of my holistic experience gained through leadership opportunities and how those hours related to the Administrative Competencies and Responsibilities. I was able to gain tremendously from the time acting as Principal/VP/AD in two different schools. The experiences ranged from effective management of staff, providing a safe learning environment for all, building league master schedules for baseball/softball, drafting letters in regard to disciplinary action, and so much more. I used the notes from my Professional Education Plan (PEP) to relate the unique experiences and how they fit into each of the six Administrative Competencies and Responsibilities.

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| (1) **Visionary Leadership**: Candidates who complete the program are educational leaders who have the knowledge, ability and cultural competence to improve learning and achievement to ensure success of all students *by facilitating the development, articulation, implementation and stewardship of a school or district vision of learning supported by the school community*. | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 8/13 | EDGR 500 Professional Planning Seminar | 25 |
| 9/13 | EDGR 605 Instructional Leadership and Classroom Evaluation | 25 |
| 11/13 | EDGR 607 The Principalship | 25 |
| 1/14 - 6/14 | School Board Meetings | 6 |
| 1/14 – 6/14 | Site Council Meetings | 6 |
| 5/01/2014 | Accreditation Committee Member-Sutherlin | 10 |
| 3/14-5/14 | Acting Vice Principal/Athletic Director-Douglas High School | 135 |
| 5/14-6/14 | Acting Principal-Brockway Elementary | 162 |

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| (2) **Instructional Improvement**: Candidates who complete the program are educational leaders who have the knowledge, ability, and cultural competence to improve learning and achievement to ensure success of all students *by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.* | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 4/14 | EDGR 601 Educational Research | 25 |
| 9/13 | EDGR 605 Instructional Leadership and Classroom Evaluation | 25 |
| 11/13 | EDGR 607 The Principalship | 25 |
| 5/14-6/14 | Acting Principal- Brockway Elementary-Class (Pod) Meetings | 4 |
| 4/14-12/14 | Acting Vice Principal/Athletic Director- DHS | 135 |
| 3/14-12/14 | Clinical Supervision and Teacher Development-DHS | 12 |
| 1/14-6/14 | Site Council Meetings | 6 |
| 3/14-12/14 | Staff Meetings(Weekly) | 8 |

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| (3) **Effective Management:** Candidates who complete the program are educational leaders who have the knowledge, ability, and cultural competence to improve learning and achievement to ensure success of all students *by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.* | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 1/14 | EDAD 560 Human and Financial Resources | 25 |
| 12/13 | EDGR 622 School Law | 25 |
| Fall 2010 | EDGR 626 Organizational Change | 25 |
| 3/14-12/14 | EDAD 650 Administrative Practicum | 360 |
| 5/14-6/14 | Acting Principal- Brockway Elementary | 162 |
| 4/14-12/14 | Acting Vice Principal-Douglas High | 135 |
| 3/14-12/14 | Staff Meetings (Weekly) | 8 |

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| (4) **Inclusive Practice:** Candidates who complete the program are educational leaders who have the knowledge, ability, and cultural competence to improve learning and achievement to ensure success of all students *by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources in order to demonstrate and promote ethical standards of democracy, equity, diversity, and excellence, and to promote communication among diverse groups.* | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 1/14 | EDAD 560 Human and Financial Resources | 25 |
| 11/13 | EDGR 607 The Principalship | 25 |
| Fall 2010 | EDGR 626 Organizational Change | 25 |
| 5/01/2014 | Accreditation Committee Member-Sutherlin | 10 |
| 5/14-6/14 | Acting Principal-Brockway Elementary | 162 |
| 4/14-12/14 | Acting Vice Principal/Athletic Director | 135 |
| 1/14 – 6/14 | Site Council Meetings | 6 |

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| (5) **Ethical Leadership:** Candidates who complete the program are educational leaders who have the knowledge, ability, and cultural competence to improve learning and achievement to ensure success of all *students by acting with integrity, fairly, and in an ethical manner.* | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 2/1/14 | EDGR 607 The Principalship | 25 |
| 2/1/14 | EDGR 622 School Law | 25 |
| 3/14-12/14 | EDAD 650 Administrative Practicum | 360 |
| 5/14-6/14 | Acting Principal-Brockway Elementary | 162 |
| 4/14-12/14 | Acting Vice Principal/Athletic Director- DHS | 135 |
| 1/14-6/14 | Site Council Meetings | 6 |

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| (6) **Socio-Political Context:** Candidates who complete the program are educational leaders who have the knowledge, ability, and cultural competence to improve learning and achievement to ensure success of all students *by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.* | | |
| **Date** | **Synopsis of Activity** | **Hours** |
| 1/14 | EDAD 560 Human and Financial Resources | 25 |
| 2/1/2014 | EDGR 607 The Principalship | 25 |
| Fall 2010 | EDGR 626 Organizational Change | 25 |
| 5/1/2014 | Accreditation Committee Member-Sutherlin | 10 |
| 5/14-6/14 | Acting Principal-Brockway Elementary | 162 |
| 4/14-12/14 | Acting Vice Principal/AD at DHS | 135 |
| 2/14 - 6/14 | School Board Meetings | 6 |
| 2/14 - 6/14 | Site Council Meetings | 6 |