

Assistant Principal Portfolio Planning Form SY15-16

The portfolio is an assistant principal-generated documentation of performance on the Five Essential Practices of School Leadership. The portfolio is assembled throughout the school year and evaluated by the principal at the end of the school year, but before the assistant principal's summative evaluation meeting. Five artifacts are required for the portfolio. Two artifacts, teacher evaluation documents and PGP, have been pre-selected for all assistant principals. In addition, assistant principals select one artifact each for Student Discipline and Professional Learning Communities, and one artifact for an assistant principal school leadership practice of their choice. The *U.S. Virgin Islands Assistant Principal Portfolio Guidebook* provides a detailed explanation of portfolio, including the professional growth plan (PGP) and can be accessed on the [VIDE EES website](http://tle.vide.vi) at <http://tle.vide.vi>.

During the Assistant Principal Evaluation Planning Meeting, the assistant principal and principal discuss possible artifacts for Student Discipline and Professional Learning Communities Parent Engagement, and one artifact for an assistant principal school leadership practice of his or her choice, and identify what the assistant principal will collect.

Artifact 1

A set of completed documents for one teacher's evaluation

Assistant Principal School Leadership Practice and Indicator(s):

- **Focus on Learning**, Indicator 2.1: Improve the Instructional Program
- **Manage Organizational Systems** Indicator 3.2: Lead and Develop Personnel and Indicator 3.3: Manage Resources

Artifact 2

Principal Professional Growth Plan

Assistant Principal School Leadership Practice and Indicator(s):

- **Lead with Integrity**, Indicator 5.1: Demonstrate Personal and Professional Responsibility

Artifact 3

Student Discipline (indicate possible artifact(s) to be collected)

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Assistant Principal School Leadership Practice and Indicator(s):

- **Focus on Learning**, Indicator 2.2: Support Teacher's Development of a Positive Classroom Climate
- **Manage Organizational Systems**, Indicator 3.1: Manage the Organizational Systems
- **Collaborate with Community**, Indicator 4.1: Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

Artifact 4

Professional Learning Communities Artifact (indicate possible artifact(s) to be collected)

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Assistant Principal School Leadership Practice and Indicator(s):

- **Build Shared Purpose**, Indicator 1.1: Support School Mission
- **Focus on Learning**, Indicator 2.1: Improve the Instructional Program and Indicator 2.2: Support Teacher's Development of a Positive Classroom
- **Manage Organizational Systems**, Indicator 3.2: Lead and Develop Personnel
- **Lead with Integrity**, Indicator 5.1: Demonstrate Personal and Professional Responsibility

Artifact 5

Assistant Principal's Choice (indicate possible artifact(s) to be collected)

Assistant Principal School Leadership Practice:

Select the Assistant Principal School Leadership Practice that will be demonstrated by the artifact.

Assistant Principal School Leadership Indicator:

Select Indicator related to the Assistant Principal School Leadership Practice.