



The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

Administrator Practicum Performance Assessment – page 1

Professional Standards for Administrators: See 603 CMR 7.10.

Part I – To be completed by the applicant.

Practicum: X

- 1. Legal Name: (print)
2. SSN:
3. Address:
4. Sponsoring Organization: CAMBRIDGE COLLEGE Degree Program & Licensure Level:
5. Practicum Course(s) Number: Total # Earned Credits: 5
Practicum Course Title:
6. Practicum Site: 7: Grade Levels of Students:
8. Number of Clock Hours of Practicum: 300+ 9. Other Massachusetts licenses held if any:
10. Have any components of the approved program been waived (see Regulations 7.03(1)(b)): Yes No

Part II – To be completed by the College Supervisor

Name: (print) Position/Title

The Applicant completed a practicum designed by the sponsoring organization as partial preparation for the following license:

License Field:) Grade Level:

Part III – To be completed by the Supervising Practitioner

Name: (print) Position/Title

School System: License (# yrs. experience) Initial: or Professional:

Massachusetts License #: Field(s):

Part IV – Please Initial for visits 1, 2, and 3.

1. Initial meeting held at which the Professional Standards and the procedures for evaluation were explained to the Student.

Date: Student: College Supervisor: Supervising Practitioner:

2. Meeting held midway through the practicum at which the Applicant’s progress toward the Professional Standards was discussed.

Date: Student: College Supervisor: Supervising Practitioner:

3. Final meeting held to complete evaluation and to allow Applicant an opportunity to raise questions and make comments.

Date: Student: College Supervisor: Supervising Practitioner:

Part V

Candidate has successfully completed the Preservice Performance Assessment Requirements(Sections:7.03(2)(a)(4) & 7.09): Yes: No:

College Supervisor (sign): Date:

Supervising Practitioner (sign): Date:

Mediator (if necessary: see Regulations 7.04(4))(sign): Date:

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At the conclusion of the practicum, the College Supervisor and Supervising Practitioner should complete this assessment, based on the Professional Standards for Administrators, in order to recommend a final grade to the student’s advisor

Standard A - Leadership	
Indicators	Evidence
1. Articulates the purposes of education and the place of public schools in the United States of America.	
2. Articulates vision and mission.	
3. Reviews, evaluates, and revises instructional programs on the basis of sound information and data.	
4. Knows and encourages appropriate uses of instructional technologies.	
5. Promotes activities that honor academic excellence.	
6. Involves staff in preparing and implementing professional development plans that are related to improved student learning.	
7. Helps staff align their curriculum with the state’s curriculum frameworks.	
8. Understands principles of mentoring and provides new teachers with mentors.	
9. Encourages experimentation and rigorous evaluation of new pedagogical approaches.	
10. Plans effectively for the implementation of policy decisions, taking into account unanticipated consequences and costs.	

Rating:	1=Rudimentary (Shows Little or No Evidence) 2= Developing (Shows Limited Evidence) 3= Proficient (Shows Clear Evidence) 4= Accomplished (Consistent Evidence)
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Standard B- Administration	
Indicators	Evidence
1. Has effective oral and written communication skills.	
2. Uses effective methods of personnel selection, supervision, and evaluation.	
3. Identifies, implements, and evaluates content-based instruction based on the Massachusetts Curriculum Frameworks.	
4. Practices relevant fiscal management policies and procedures.	
5. Uses technology appropriately for his or her professional position.	
6. Acts with integrity, fairness, and professionalism.	
7. Understands plant facilities and equipment management.	

Rating:	1=Rudimentary (Shows Little or No Evidence) 2= Developing (Shows Limited Evidence) 3= Proficient (Shows Clear Evidence) 4= Accomplished (Consistent Evidence)
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Standard C- Equity	
Indicators	Evidence
1. Assures presence and quality of educational programs that address the needs, interests, and abilities of all students.	
2. Provides programs or activities that help all students acquire positive civic identity and see themselves as integral members of our civic communities.	
3. Fosters understanding that effort is a key factor in achievement.	
4. Helps all students see themselves as unique individuals responsible for their own actions.	
5. Assures high academic expectations for all students.	
6. Holds teachers, students, and self to high standards of performance and behavior.	

Rating:	1=Rudimentary (Shows Little or No Evidence) 2= Developing (Shows Limited Evidence) 3= Proficient (Shows Clear Evidence) 4= Accomplished (Consistent Evidence)
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Standard D- Community Relationships	
Indicators	Evidence
1. Involves families and other community members in developing vision, goals, improvement plans, and programs for school/district.	
2. Promotes partnerships among staff, families, business community, and other community groups; uses community resources to enhance instruction and programs for school/district.	

Rating:	1=Rudimentary (Shows Little or No Evidence) 2= Developing (Shows Limited Evidence) 3= Proficient (Shows Clear Evidence) 4= Accomplished (Consistent Evidence)
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Standard E- Professional Responsibilities	
Indicators	Evidence
1. Meets his or her legal and moral responsibilities.	
2. Maintains interest in current developments in the professional discipline.	
3. Knows educational principles and research that promote sound practices.	
4. Studies educational research of relevance to professional responsibilities.	
5. Is familiar with the range of instructional programs and policies that can promote academic learning for all students.	
6. Is familiar with the range of student support services.	
7. Is familiar with the range of professional training programs and providers for prospective teachers.	
8. Knows multiple strategies to assess student performance.	
9. Understands approaches to organizational change, school-based management, and school restructuring.	
10. Understands federal, state, and municipal laws and regulations affecting schools, staff and students, including laws on disability, civil rights and responsibilities, issues of liability, and requirements of due process.	
11. Demonstrates understanding of current issues in American education.	

Rating:	1=Rudimentary (Shows Little or No Evidence) 2= Developing (Shows Limited Evidence) 3= Proficient (Shows Clear Evidence) 4= Accomplished (Consistent Evidence)
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Summary of Practicum Performance Assessment

Standard	Rating
A. Leadership	
B. Administration	
C. Equity	
D. Community Relationships	
E. Professional Responsibilities	

Scale: 1=Rudimentary (Shows Little or No Evidence); 2= Developing (Shows Limited Evidence); 3= Proficient (Shows Clear Evidence); 4= Accomplished (Consistent Evidence)

The Student, Supervising Practitioner, and College Supervisor should discuss the ratings in the final practicum site visit and sign below. Student should then include this form in the final portfolio submitted to the Advisor.

Signature of Student

Date

Signature of Supervising Practitioner

Date

Signature of College Supervisor

Date

Suggested Grade: _____

Signature of Advisor

Date

Final Grade: _____