

## Practicum Planning Worksheet

Please work with your Supervising Practitioner to develop a plan to address the Professional Standards for Administrators using this form. This plan is considered a starting point, and it should be shared with the College Supervisor during her initial site visit. It may change as you work through your practicum, but all standards should be addressed, even if the way you address them is different from the initial plan. At the beginning of your practicum, your Supervising Practitioner and your College Supervisor should approve this plan.

### A. Leadership

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.

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| 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. |

**B. Administration**

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| 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.  |

**C. Equity**

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| 1. Assures presence and quality of educational programs that address the needs, interests, and abilities of all students. |
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2. Provides programs or activities that help all students acquire a 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.

#### D. Community Relationships

1. Involves families and other community members in developing the vision, goals, improvement plans, and programs for the school/district.
2. Promotes partnerships among staff, families, the business community, and other community groups and uses community resources to enhance instruction and programs for the school/district.

#### E. Professional Responsibilities

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.

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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.

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**Signature of Supervising Practitioner**

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Date

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**Signature of College Supervisor**

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Date

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**Signature of Student**

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Date