

# 2008 Wachovia Principal of the Year -- Portfolio Information

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*Wachovia Principals of the Year must submit portfolios to compete at the regional and state levels. Portfolio requirements are listed below. Portfolios will be submitted to DPI. The Wachovia Principal of the Year shall submit an original portfolio and five (5) copies of the portfolio.*

## **Section I      General Information – Basic Data**

## **Section II      Education and Professional Experience (5 points)**

Describe, in no more than three pages, your educational background, leadership activities, professional memberships, and honors, books and articles published, and special projects in education. One of the pages should be a resume/vita documenting your educational career in reverse chronological order.

## **Section III      Activities, Interests and Memberships Outside of Education (5 points)**

Describe, in one page, your activities, interests, and memberships outside of education.

## **Section IV      Leadership Style -- Limit to no more than 50 words. (15 points)**

## **Section V      Letters of Endorsement (5 points)**

Submit no more than four letters of endorsement. These letters should include pertinent information about your character (including evidence of your work habits), adaptability, intellectual ability, quality of service, fitness for leadership, and any special qualities you possess.

## **Section VI      School - Community Relationships (15 points)**

Describe, in no more than two pages, your school's student population, how you involve parents in your school, how you are involved in the community, and how the community is involved in your school. How does your school meet the needs of the various population groups within your school's community?

## **Section VII      Philosophy and Practice (10 points)**

Submit two statements, totaling no more than two pages (A and B combined), describing the following:

- A. How you became interested in the school principalship, what you conceive the job to be, its chief appeal to you, and what contribution you would most like to make in this field.
- B. How do you make your philosophy and vision become a reality?

## **Section VIII      Improving Student Achievement (15 points)**

Describe, in no more than one page, your efforts to improve the achievement of students from varied backgrounds and differing capabilities in your school. Please provide one additional page for supporting documentation.

## **Section IX      Recruitment and Retention of Quality Teachers (15 points)**

Describe, in no more than two pages, how you recruit quality teachers. How do you retain quality staff members? Speak to how you inspire and encourage your staff to develop professionally. How do you address the needs of the seasoned teachers as well as teachers new to the field? How do you assure teacher quality?

## **Section X      Instructional Leadership (15 points)**

Describe, in no more than 2 pages, the resources and tools used by teachers to enhance learning in the year 2008. What impact do these resources and tools have on student learning as well as staff's professional growth? Describe where you see your school in regards to teaching and learning in 4 to 5 years.

**NOTE:** All pages should be single-spaced on 8.5" x 11" paper with a Times New Roman font size of 12 points. The original portfolio and five (5) copies should each be stapled in the upper left corner. **Please do not place the pages in plastic coverings.** The reflection from overhead lights causes reading difficulty for the committee members.