FLORIDA DEPARTMENT OF EDUCATION INITIAL PROGRAM APPROVAL STANDARDS FOR SCHOOL PRINCIPAL (SP) PROGRAMS (FORM SP IAS-2016)

Instructions:

A Florida public school district seeking initial approval of its school principal (SP) program, authorized in section 1012.562, Florida Statutes, shall submit an electronic folio that contains a description and supporting evidence of the design, delivery, curriculum content and evaluation of the specified program. The Florida Department of Education Initial Program Approval Standards for School Principal (SP) Programs (Form SP IAS-2016) contains the specifications for what must be included in an initial electronic folio. Electronic folio submissions may be submitted to the department by the quarterly deadlines of each year, January 15, April 15, July 15 and October 15. School districts shall submit the folios by email to EdPrepFolio@fldoe.org or mail an electronic storage device containing the folio to:

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Florida Department of Education
Office of Educator Preparation
325 West Gaines Street, Room 124
Tallahassee, FL 32399-0400

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A program folio shall contain the following:

Standard 1. Program Candidate and Completer Quality   The program ensures that candidates and completers are prepared to serve as school principals for schools in which prekindergarten through grade 12 (p-12) students are provided high quality instruction to meet high standards for academic achievement.
Indicator 1.1: Each program consistently applies admission requirements in accordance with section 1012.562(3)(a), F.S., and 6A-5.081, F.A.C.

The following criteria must be met to receive a rating of Acceptable.
The program describes:
1. Admission requirements and procedures used to determine a candidate has met the admission requirements outlined in s. 1012.562(3)(a), F.S., and 6A-5.081, F.A.C., to include:
   - Hold a Florida certificate in educational leadership (Level 1);
   - Earned a highly effective or effective summative performance under s. 1012.34, F.S.
   - Satisfactorily performed instructional leadership responsibilities as measured by the evaluation system in s. 1012.34, F.S.
2. Plan for annually collecting, monitoring and reporting data on candidates who applied to, were admitted to, and enrolled in the program.

Indicator 1.2: The program must demonstrate that each completer possesses the required knowledge, skills, and professional behaviors relevant for professional practices and work characteristics in school leadership.

The following criteria must be met to receive a rating of Acceptable:
The program shall describe:
1. Process of how it will assess, monitor and document each program candidate's progress and mastery of competency-based training and field experiences aligned to:
   - Florida Principal Leadership Standards (FPLS) as defined in 6A-5.080, F.A.C.;
   - Personnel evaluation criteria under s. 1012.34, F.S.;
   - William Cecil Golden Professional Development Program for School Leaders, pursuant to s. 1012.986, F.S.; and
   - Individualized instruction using a customized learning plan based on data from self-assessment, selection and performance evaluation instruments.
2. Matrix that describes the critical tasks, assignments and assessments during coursework or training and culminating field experience(s) and internship for the competencies and skills associated with each component of the curricula, including:
   - Title for each course within the competency-based curricula

- Performance measure or indicator that is being assessed
- Title and description of critical task or assessment activity
- Specific proficiency criteria program candidates must meet.

3. Plan for providing documented remediation, mentoring and coaching feedback that supports program candidate's progression throughout the program and mastery of the curricula.
4. Plan for analyzing candidate performance data at the individual and program level to ensure candidate's mastery of the curricula.

Indicator 1.3: The program must demonstrate that it can satisfactorily meet the purpose of school leader preparation programs pursuant to s. 1012.562(1), F.S., by annually submitting an institutional program evaluation plan that includes specific data outlined in section 1012.562(2)(b), F.S., for program completers.

The following criteria must be met to receive a rating of Acceptable:

The program shall describe the process of how it will monitor, collect and analyze evidence to include:

1. Number and passage rate of candidates who complete program coursework on the Florida Educational Leadership Examination (FELE)
2. Number and percentage of program completers who are placed in school leadership positions in Florida public schools
3. Results from program completers' performance evaluations required under s. 1012.34, F.S.
4. Impact that program completers have on student learning as measured by the formulas pursuant to s. 1012.34(7), F.S.
5. Performance results and retention rates of classroom teachers at schools of program completers

Standard 2. Field Experiences
The program ensures high-quality field experiences in purposeful p-12 settings that offer repeated opportunities to practice, receive feedback on, and ultimately demonstrate the core expectations of effective school administrators outlined in the Florida Principal Leadership Standards.

Indicator 2.1: Program candidates are placed in high quality field experiences in which they can effectively demonstrate the Florida Principal Leadership Standards.

The following criteria must be met to receive a rating of Acceptable:
1. The school district describes:
   - A detailed plan for ensuring that each program candidate will have high quality field experiences.
   - How program candidates' demonstrate the core expectations of effective school administrators during field experiences.
   - How program candidates' performance in high quality field experiences will be collected, evaluated and analyzed.

Indicator 2.2: Field experiences are completed in settings relevant to program objectives and under the supervision and support of staff with the knowledge and skill necessary for the development of the candidate.

The following criteria must be met to receive a rating of Acceptable:
The program describes the process or plan for:
1. How settings are selected, utilized, and monitored for each candidate's field experiences and internships relevant to program objectives for the development and practice of candidate skills that represent the full spectrum of school communities in multiple contexts;
2. Selecting and training individuals who supervise and support candidates during their field experiences;
3. How candidates receive feedback on their progress through field experiences and internships, including strategies for improvement; and
4. How remediation will be determined, administered, and monitored for program candidates who are not proficiently progressing in field experiences and internships.

Standard 3. Program Effectiveness
The program supports continuous improvement that is sustained and evidence-based and that evaluates the effectiveness of its candidates and completers.

Indicator 3.1: The program routinely and systematically examines candidate and completer performance and impact.

The following criteria must be met to receive a rating of Acceptable:
1. The program describes its continuous improvement process for the annual review and analysis of aggregated data it will collect on program candidates and program completers, including:
   - Program candidates' field experience performance evaluations in demonstration of FPLS
   - Number and percentage of program completers who complete the program and are placed in school principal positions
   - Results from program completers' performance evaluations required under s. 1012.34, F.S.
   - Impact that program completers have on student learning as measured by the formulas pursuant to s. 1012.34(7), F.S.
   - Performance results and retention rates of classroom teachers at schools of program completers
   - Other data results under consideration by the program.
2. The program describes how it will utilize the analysis of aggregated data and determine areas of need or areas for growth for consideration for program improvement.

Indicator 3.2: The program uses results of data collection to enhance program elements and capacity for impacting p-12 student learning.

The following criteria must be met to receive a rating of Acceptable:
The program describes:
1. The process it will use for examining aggregated data analyses of program candidate and program completer performance and impact to identify and drive decisions for programmatic enhancements and improvement.
2. Strategies for involving program completers, other school personnel, employers, community agencies, business representatives, and other stakeholders in the program evaluation process.
3. Roles and responsibilities of stakeholders who will be involved in the decision-making process for determining the enhancement of program elements and capacity for impacting p-12 student learning, including how stakeholder input will be used.

SCORING GUIDE

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Each indicator shall receive a rating of Acceptable or Unacceptable based on the narrative description and documentation in the folio. The indicator ratings are as follows:

Acceptable = A
The evidence presented in the folio is clearly described and in alignment with the indicator. The narrative is well-articulated, realistic, and contains all required elements. Documentation is complete.

Unacceptable = U
The evidence presented in the folio is incomplete, not clearly described or is not in alignment with the indicator. The narrative or supporting documents do not address or satisfy the described elements.

OVERALL RATING SUMMARY FOR INDICATORS			
STANDARD 1	INDICATOR 1.1	INDICATOR 1.2	INDICATOR 1.3
STANDARD 2	INDICATOR 2.1	INDICATOR 2.2	
STANDARD 3	INDICATOR 3.1	INDICATOR 3.2	

Enter an **A** or **U** for each indicator based on the rating scale above.

SUMMATIVE RATING

The results of the ratings for all indicators within each standard will determine the summative rating:

Full Approval– Program has earned "acceptable" for all indicators.

Denied – Program has earned "unacceptable" on one or more indicators.