MILLIGAN

AREA OF TEACHER EDUCATION
Ed.S./Ed.D. Portfolio Template

Portfolio Instructions for Application to the Milligan Ed.S./Ed.D. Program:

All applicants to the Milligan Ed.S. or Ed.D. programs must submit a portfolio as part of their application process.

CONTENT: Each portfolio must contain content to show evidence of your educational contributions in the following four areas:

1. **Instructional Leadership for Continuous Improvement**
2. **Culture for Teaching and Learning**
3. **Professional Learning & Growth**
4. **Resource Management**

SUGGESTIONS FOR CONTENT: Details and examples of what type of evidence to provide are listed in the template. The *possible sources of evidence* are not exclusive, and candidates are certainly not expected to include all of the suggestions listed. *Most (more than half) of the bulleted items meet expectations to support a single section of the portfolio*. Multiple *sources of evidence* are given in order to address candidates at various stages and positions in their careers. Documentation may be provided to support *possible sources of evidence*.

HOW TO SUBMIT: Use this Portfolio Template to document these items with a narrative description of each.

1. Type your information into this template
2. Save your finished template as a PDF
3. Label each item of supporting documentation with the appropriate indicator.
4. If at all possible, combine all files into one final PDF named "PORTFOLIO – YOUR NAME"
5. Send final PDF file to MSDillow@milligan.edu.

ADMISSION PROCESS TIMELINE: The Admissions Committee will consider your file after both the application and the portfolio are submitted. You will be notified typically within 2 weeks if you are granted an interview date.

QUESTIONS: Please contact Melissa Dillow, Admissions Recruiter, at MSDillow@milligan.edu or 423.461.8306.

PORTFOLIO TEMPLATE MILLIGAN COLLEGE Ed.S./Ed.D.

APPLICANT NAME: _____

A. INSTRUCTIONAL LEADERSHIP FOR CONTINUOUS IMPROVEMENT

Respond how you already do or plan to do the following:

1. Build capacity of educators to provide all students a rigorous curriculum, aligned with Tennessee state standards;
2. Collaborate with educators to analyze and use multiple forms of data throughout the year to establish specific goals and strategies targeting student achievement and growth;
3. Lead educators to develop and execute interventions to address all student learning needs grounded in multiple sources of data (academic, social, and/or emotional); and
4. Systematically monitor and adjust progress toward established goals and facilitates procedures and practices leading to continuous improvement.

Include at least 3-5 possible sources of evidence:

- Agendas and meeting notes from Professional Learning Communities
- Demonstrated growth on TEAM observations along with TEAM Summary Scores
- Met or exceeded student growth and/or achievement
- Data trainings/meetings
- Involvement in SIP

Type here:

B. CULTURE FOR TEACHING AND LEARNING

Respond how you already do or plan to do the following:

1. Leverage educator strengths to engage all students in meaningful, relevant learning opportunities;
2. Foster a safe, respectful, and orderly learning environment for all;
3. Take measures to actively involve families in the education of their children;
4. Model and communicate expectations for individual and shared ownership of student, educator, and school success; and
5. Recognize and celebrate improved educator and student performance related to school vision and goals.

Include at least 3-5 possible sources of evidence:

- Grade level and/or content meetings outline/notes
- School-wide and/or classroom code of conduct
- Newsletters and/or Class Website
- Recognitions and/or Awards
- Survey Data

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C. PROFESSIONAL LEARNING AND GROWTH

Respond how you already do or plan to do the following:

1. Implement and monitor a rigorous evaluation system using an approved Tennessee evaluation model and uses educator evaluation data to inform, assess, and adjust professional learning goals and plans;
2. Engage faculty and self in data-informed, differentiated professional learning opportunities for educators, aligned with the *Tennessee Standards for Professional Learning;*
3. Collaborate with others to induct, support, retain and grow/extend effective educators based on evidence of student and educator outcomes;
4. Identify and support potential teacher-leaders and provides growth opportunities in alignment with the *Tennessee Teacher Leadership Standards; and*
5. Improve self- practices based on multiple sources of feedback, including performance evaluation results and self-reflection.

Include at least 3-5 possible sources of evidence:

- TEAM Professionalism Rubric scores along with a professional growth plan
- Participation in professional development trainings within the state and/or district
- Attendance at regional or national professional association conferences
- Conversations with teacher-leaders or principals or how you serve as a teacher leader
- Participation in induction programs to support, grow, and retain effective educators

Type here:

D. RESOURCE MANAGEMENT

Respond how you already do or plan to do the following:

1. Strategically utilize community resources and partners to support the school's mission, vision and goals;
2. Include a diverse set of educators and stakeholders in school improvement decisions; and
3. Establish, communicate and enforce a set of standard operating procedures and routines aligned with district, state and federal policy and performs all budgetary responsibilities with accuracy, transparency, and in the best interest of students and staff.

Include at least 3-5 possible sources of evidence:

- Community assets inventory
- Documented partnership activities
- Conversations with diverse stakeholders
- Compliance with Handbook policies
- Participation in operating or budgetary procedure meetings

Type here: