

◆ **Formal submission of this report is conducted online through a JIU survey.**  
 ◆ **This pdf version is for informal use only.**



## EDU556: Instructional Leadership and Teacher Effectiveness Mentor Appraisal of Candidate Proficiencies

Candidate and Course Information	
JIU Candidate First Name:	JIU Candidate Last Name:

Internship Placement Information	
Name of Mentor Administrator:	
Mentor Administrator Email:	
Name of School/Organization:	School/Organization Main Email:
Dates of Internship:	

### Message to Mentor Administrator\*

JIU candidates are required to complete a 6 month, 240 hour internship that includes intensive, culminating and targeted activities within diverse K-12 school settings. Candidates are required to work under the guidance of a licensed, experienced mentor administrator. This appraisal will become part of the overall evaluation of the JIU candidate’s performance in EDU 556: Instructional Leadership and Teacher Effectiveness. The benchmarks delineated in this appraisal are aligned to: (1) internship course learning objectives, (2) state performance-based standards and (3) Educational Leadership Constituent Council (ELCC) national standards.

The purpose of this appraisal is to measure your candidate’s ability to demonstrate knowledge, skills and professional dispositions in (1) working effectively with families and community members to ensure diverse student needs are fulfilled and a collaborative culture is established, (2) exhibiting professional behaviors characterized by integrity, fairness, ethics and advocacy and (3) promoting positive learning environments through active understanding of external sociological influences.

Near the end of the internship experience (at the end of the sixth week), complete this summative evaluation and submit it via the **secured online form** that will be sent to you by the JIU faculty member. Indicate your field-based appraisal of the candidate’s proficiency by rating the performance of the candidate against all the benchmarks in each of the following performance-based standards. You should also consider utilizing this tool to inform your formative feedback to the candidate. Please note **the online submission of this appraisal is required for your JIU candidate to be eligible to pass this course.**

Thank you very much for your willingness to serve in the essential role of mentor. Your guidance will profoundly shape the professional development of principals/administrators. Your efforts and expertise also will touch the lives of K-12 school children and the communities in which they reside.

### JIU School of Education Vision

JIU School of Education graduates of the Masters of Education degree programs are ethical and innovative leaders who solve urgent education challenges in the diverse learning organizations and communities that they serve.

Levels of Performance Ratings			
Advanced (A)	Proficient (P)	Developing (D)	Basic (B)
Student demonstrated advanced ability to develop and implement the standard.	Student demonstrated the ability to develop and implement the standard.	Student demonstrated a limited ability to develop and implement the standard.	Student did not demonstrate the ability to develop and implement the standard.
<b>Mentor: Please indicate A, P, D or B in the “Rating” column for the ELCC standard element below.</b>			
<b>ELCC Standard Element 2.3: Candidates understand and can develop and supervise the instructional and leadership capacity of school staff.</b>			
<b>RATING</b>	<b>Content Knowledge: Candidate demonstrates knowledge of:</b>		
	High-quality professional development for school staff and leaders		
	Instructional leadership practices		
	Leadership theory, change processes, and evaluation		
	Standards for high-quality teacher, principal, and district practice		
	<b>Professional Leadership Skills: Candidate demonstrates skills required to:</b>		
	Work collaboratively with school staff to improve teaching and learning		
	Design the use of differentiated instructional strategies, curriculum materials and technologies to maximize high-quality instruction		
	Design professional growth plans to increase the capacity of school staff and leaders that reflect national professional development standards		
<b>ELCC Standard Element 2.4: Candidates understand and can promote the most effective and appropriate technologies to support teaching and learning in a school-level environment.</b>			
<b>RATING</b>	<b>Content Knowledge: Candidate demonstrates knowledge of:</b>		
	Technology and its uses for instruction within the school		
	Infrastructures for the ongoing support, review and planning of instructional technology		
	<b>Professional Leadership Skills: Candidate demonstrates skills required to:</b>		
	Use technologies for improved classroom instruction, student achievement and continuous school improvement		
	Monitor instructional practices within the school and provide assistance to teachers		
	Use technology and performance management systems to monitor, analyze and evaluate school assessment data results for accountability reporting		
<b>Education Leader Experience With Diverse Students</b>			
<b>MENTOR Administrator: please indicate Yes or No in the “Rating” column for each of the benchmarks below.</b>			
<b>RATING</b>			
	The JIU candidate had the opportunity to work in a school with students from two or more ethnic/racial groups.		
	The JIU candidate had the opportunity to work in a school with students from two or more socioeconomic groups.		
	The JIU candidate had the opportunity to work in a school with English Language Learners.		
	The JIU candidate had the opportunity to work in a school with students with disabilities (e.g., learning, physical, emotional, etc.).		
	The JIU candidate had the opportunity to work with students of both genders.		

<b>JIU Mentor Support and Collaboration</b>	
<b>MENTOR Administrator: please indicate Strongly Agree (4), Agree (3), Disagree (2) or Strongly Disagree (1) in the "Rating" column for each of the benchmarks below.</b>	
RATING	
	My roles and responsibilities, as a mentor, were clear to me.
	The School of Education adequately prepared me for my role as mentor.
	I felt that I had the support I needed to mentor effectively.
	The course faculty member and I collaborated to assess the JIU candidate.

<b>Optional Additional Comments</b>	

<b>Overall Candidate Field Experience Rating</b>
<p><b>The candidate demonstrated the proficiencies necessary to pass EDU556.</b></p> <p><b>Please Circle:    YES    NO    (If "NO," please provide justification when completing online form)</b></p> <p><b>*Formal submission of this report is conducted online. Thank you for your time.</b></p>

*Jones International University is committed to integrating quality field-based experiences into its principal/administrator preparation programs. Your role as mentor administrator is an essential part of this process and JIU greatly values the expertise and commitment you bring to this role. On behalf of the entire School of Education faculty, we thank you very much for your time and dedication to supporting the development of effective education leaders.*