| Sponsoring Organization |  |
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| Instruction Worksheet for: |

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 | *Administrative Leadership* |
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| Program/Group of Programs |  |
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| **Required Documents in this Domain:** |
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| * **Program(s) of Study\***
* **Associated course descriptions**
* **Professional Standards for Administrative Leadership (PSI) Matrix**
* **Associated course syllabi**
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\*ESE names and approves programs according to the licensure role (e.g., Elementary 1-6, Initial, Post-Baccalaureate) for which candidates are endorsed. Sponsoring Organizations may have one or more “program variations” that result in that endorsement (e.g., MAT in Elementary Ed, MEd in Elementary Ed, licensure-only, etc.).

To ensure that ESE has a record and has approved all of the pathways to endorsements, we ask that you include a full list of the program variations below. *Each variation should have its own program of study*.

If your organization has only a single route to obtaining the licensure endorsement, you do not have to complete the “Program Variation” portion of the worksheet. If you are unclear, direct a question to edprep@doe.mass.edu.

| **Program Variation:** List each program variation below. |
| --- |
| Variation Title |  |
| Variation Title |  |
| Variation Title |  |
| Variation Title |  |

| **Program Delivery:** Indicate the ways in which the program(s) are delivered. Check all that apply.  |
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 | On-Campus Program |
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 | Online/Hybrid Program |
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 | Satellite Program |

| **INS 1: Completers have the content knowledge (SMK) to be effective in the licensure role.** |
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| **Prompt 1:** Provide evidence to demonstrate that completers will have the **content knowledge** (SMK) necessary to be effective in their specific licensure role. Note: Only complete for School Business Administrator, All Levels program. | 400 words |
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| **INS 2: Completers have the pedagogical skills (PST/PSAL) to be effective in the licensure role.** |
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| **Prompt 2:** Provide evidence to demonstrate that completers will have the **pedagogical skills** necessary to be effective in the licensure role.  | 400 words |
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| **INS 3: Completers have a positive impact on outcomes for PK-12 students.** |
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| **Prompt 3:** Provide evidence to demonstrate that completers will have a **positive impact on outcomes for PK-12 students**.  | 300 words |
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| **INS a: Program(s) of Study is sequenced to support the increased depth of skills and knowledge acquired and applied over time.** |
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| **Prompt 4:** Provide evidence to demonstrate how the program(s) of study are sequenced to support the increased depth of skills and knowledge over time. | 200 words |
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| **INS b: Program design results in a coherent program of study such that connections among and between courses are evident.** |
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| **Prompt 5:** Provide evidence to demonstrate that the program(s) of study are coherent such that connections among courses are evident. | 200 words |
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| **INS c: Content is differentiated by subject area and level of licensure.** |
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| **Prompt 6:** Describe how content is differentiated by subject area and grade levels (i.e., 5-8, 9-12). | 200 words |
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| **INS d: Content delivery is calibrated for consistency within programs (e.g. different instructors of same course, in satellites, online, etc.).** |
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| **Prompt 7:** Describe how your organization ensures that content delivery is consistently high quality within the program (e.g. across different instructors, in satellites, via online, etc.).  | 200 words |
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| **INS e: Faculty/instructors model effective pedagogical and content practices of discipline (including strategies to meet the needs of diverse learners).** |
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| **Prompt 8:** Provide evidence to demonstrate that faculty/instructors will model effective pedagogical and content practices of the discipline (including strategies to meet the diverse needs of learners).  | 300 words |
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| **INS f: Faculty/instructors use formative and summative assessment data to target areas of candidate need.** |
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| **Prompt 9:** Provide evidence to demonstrate that faculty/instructors will use formative and summative data to target areas of candidate need.  | 300 words |
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| **INS g : Candidates receive targeted feedback from faculty/instructors in coursework that improves their practice.** |
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| **Prompt 10:** Provide evidence to demonstrate that candidates will receive targeted feedback from faculty/instructors that improves their practice.  | 300 words |
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| **Optional:** Provide additional context pertaining to the design, delivery, or assessment of instruction within this program/group of programs.  | 250 words |
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| **Supplemental Documents**  |
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| **Optional:** Provide up to 3 additional documents pertaining to instruction.  | 50 words each |
| Title of Document | Rationale for Including |
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