

Reading Lions Center California Administrator Training Program (ATP)

Module 1 (K-6)



Passport Practicum Portfolio

40 Hours

Administrator Name	_____
Phone Number	_____
School Name	_____
District	_____
Module 1 Attendance Dates	_____

Reading Lions Center Passport Practicum Verification Report

PURPOSE: The Practicum serves to extend the knowledge and experience base of the administrator focused on the district's adopted instructional reading program. Evidence of participation for each experience needs to be documented with dates and number of hours.

Upon completion of the 40 hours of institute training, the administrator may begin the practicum. The five areas that can constitute purposeful work to meet the minimum of 40 hours of practicum are:

1. implement the state and district vision and goals for student focused instructional improvement (e.g., at faculty meetings, in newsletter articles, during classroom observations)
2. work with teachers to reinforce the teaching of the California English Language Arts Content Standards (e.g., during classroom observations, interpreting grade level results on California Standards Test, at grade level meetings)
3. guide teachers to fully implement the district's adopted instructional reading program (e.g., classroom observations, use of instructional funds for reading/literacy coaches, overseeing use of funds for instructional materials other than those aligned with the adopted reading program)
4. direct and support professional development training of all teachers which focuses on the use of the adopted instructional reading program and teachers' delivery of reading instruction (e.g., promote and attend Professional Development Reading Institutes for Teachers, monitor teacher attendance at training, obtain feedback on training)
5. manage and use achievement data which monitors effectiveness of instruction and student reading achievement and guides teachers to make decisions for improvement (e.g., use a school-wide database for teachers to submit scores/reports on all students' progress, every 6-8 weeks; represent cumulative reports by grade level to teachers, based on common assessments)

INSTRUCTIONS: For each activity or project, record date of occurrence; number of hours; and obtain the initials of the verifier of the work (e.g., Administrator Training Program district coordinator or immediate supervisor). There is a maximum number of hours for each activity during the school year. **Evidence of participation for each experience needs to be documented with dates and number of hours.**

The passport requires a total of 40 hours of practicum to meet the Module 1, Practicum requirements within two years after the completion of the 40-hour institute. **Important:** Upon completion of the 40 hours, the completed Passport Practicum Portfolio should be sent to the district's Administrator Training Program coordinator no later than the date specified by the district.

CERTIFICATION: I certify that all recorded entries and documentation submitted in this Passport Practicum Portfolio are true and complete to the best of my knowledge.

Participant's Signature

Date

Practicum Activity Records

1 Implement State and District Vision and Goals for Students

Maximum Hours = 5

Brief Description:

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____

2 Work to Focus Teachers on Teaching English/Language Arts Content Standards

Maximum Hours = 5

Brief Description:

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____

Practicum Activity Records

(continued)

3 Guide and Monitor Full Implementation of District's Reading Program

Maximum Hours = 15

Brief Description:

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____

4 Arrange and Support Professional Development Opportunities for all Teachers

Maximum Hours = 5

Brief Description:

Dates: _____

Hours: _____

Verifier Initials: _____

Practicum Activity Records

(continued)

Dates: _____

Hours: _____

Verifier Initials: _____

5

Manage and Use Achievement Data for Monitoring Effectiveness of Instruction and Student Reading Achievement Throughout the Year

Maximum Hours = 10

Brief Description:

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____

Dates: _____

Hours: _____

Verifier Initials: _____