

Instructional Leadership &  
Instructional Technology  
Dual Program  
Application Guidelines and Requirements

University of Montevallo  
College of Education and Human Development



## Introduction

### *Instructional Leadership*

The Instructional Leadership Admission Portfolio is required for admission to the Master of Education or Reduced Hour Option (RHO) programs leading to Class A professional educator certification. In addition to the online admission application, each candidate must submit the portfolio, all post-secondary transcripts, a valid professional educator's certificate (Class B for M.Ed. candidates or Class A for RHO candidates), and an EXP form indicating at least three years of successful teaching. These items will be submitted under the supplemental items section of the online admissions application. The Instructional Leadership application requires an **admission interview**, usually scheduled **two months before the semester** begins (see below for additional information). Candidates must complete this interview to be admitted to the Instructional Leadership program.

### *Instructional Technology*

The Instructional Technology Admission Portfolio is required for admission to the Educational Specialist program. In addition to the online admission application, each candidate must submit a portfolio, three professional recommendations, all post-secondary transcripts, and an EXP form indicating employment in a relevant field. These items will be submitted under the supplemental items section of the online application. According to State Department regulations, educators who enroll in this program **are eligible for a pay increase**, but the Ed.S. in Instructional Technology **does not** lead to a Class AA certification. Since it is a non-certification program, K-12 educators can pair the Instructional Leadership program leading to Class A certification to complete the programs simultaneously. This allows the candidate to share **six credit hours** between the two programs and complete both by attending one to two additional semesters.

### **Supplemental Items Required by Instructional Leadership and the Instructional Technology Ed.S.**

The candidate should complete all relevant application information for both programs through the online admissions portal. Once the online applications are completed, the system will prompt the candidate to upload supplemental items. Both applications have distinct supplemental items that must be completed. The guide below will help you create work samples to meet the requirements for both, so you do not have to complete two separate portfolios.

- **Three Letters of Recommendation**—Both applications require three letters of recommendation. Please ask your recommenders to write letters of recommendation for both degree programs.
  - One must be written by a principal or supervisor with whom the candidate has worked for **at least one year** and who was the candidate's supervisor **within the last three years**.
  - All letters should be current, written within the last year, and address the candidate's potential as an instructional leader and aptitude for leadership within a school environment.
  - Send the requests for letters of recommendation from your **Instructional Leadership** application.
  - Once they are sent, please email [grad@montevallo.edu](mailto:grad@montevallo.edu) to let Graduate Studies know you are applying for both programs. Graduate Studies will move your letters to your Curriculum and Teacher Development application as they are completed.
  - **Do not** send duplicate letter requests from your Instructional Technology application.
- **EXP Form** (supplied by the candidate's District office) indicating **at least** three years of education experience, including at least one year of **full-time** classroom experience. The Office of Graduate Studies can also attach a copy of this form to your Instructional Technology application. Please send an email to [grad@montevallo.edu](mailto:grad@montevallo.edu) to request this.

### **Portfolio Requirements**

**Portfolio samples should be complete and professional in appearance, address all item prompts, and be free of grammatical and mechanical errors.**

University faculty members will review the portfolio's contents to assess candidates' graduate-level writing ability and potential for success in the Instructional Technology and Leadership programs. Candidates may be asked to resubmit portfolio items if the faculty reviewer(s) deem additional information necessary. If the candidate passes the portfolio review, the faculty reviewer(s) will recommend the candidate for an admissions interview to be conducted jointly with university faculty members and LEA representatives.

### *Instructional Leadership Portfolio Requirements*

The information below includes the Leadership portfolio's requirements. While completing these portfolio items, please adhere to the following guidelines:

- **Performance Evaluation and Professional Development Plan**—The candidate should submit a completed copy of a recent professional evaluation, professional growth/development plan, **and** ½ - 1-page written reflection in

which the candidate discusses the professional development activities completed as part of the candidate's growth/development plan.

- Evidence of **Ability to Improve Student Learning (total length = minimum of 2 pages but not to exceed 4 pages)**—The candidate should submit a narrative including **two** examples of their ability to improve student learning. The description of **each** student learning task should be a minimum of 1 page but not exceed 2 pages and addresses the following:
  - Description of the student learning activities, including how they fit into the larger context of the candidate's curriculum and how student achievement is positively affected
  - Identification of the standard(s) met by the tasks, including AL Course of Study, local curriculum guides, professional organization standards, standardized test outcomes, etc.
  - Description of assessment related to the learning activities
  - Description of what successful students were able to do as a result of the candidate's teaching
  - Description of what struggling students were able to do as a result of the candidate's teaching
  - Identification of common mistakes, misconceptions, continuing misunderstandings, and obstacles to higher-level thinking that may remain after task completion, including how the candidate addresses these and adjusts instruction or institutes remediation
  - Reflection on what these activities suggest about the candidate's teaching effectiveness and the candidate's ability to be an instructional leader
- Evidence of **Leadership and Management Potential (total length = minimum of 1 ½ pages but not to exceed 3 pages)**—The candidate should submit a narrative including three examples/evidence of their most recent accomplishments in educational leadership. **Each** evidence of *Leadership and Management Potential* should be a minimum of ½ - 1-page and address leading or managing a specific task or committee for a school or district or accomplishment in educational leadership. Briefly describe how the candidate became a leader in each situation and how others responded to the candidate's leadership.
- **Leadership Platform**—The candidate should submit a ½ - 1-page narrative regarding their beliefs about education and leadership. This statement will be similar to a philosophy of teaching that includes beliefs as well as actions to support those beliefs (i.e., "I believe that... therefore, I will.")
- **Program Expectations**—The candidate should submit a narrative (1/2 to 1 page) of what the candidate hopes to gain from the Instructional Technology/Leadership programs. Consider the following questions: What is the candidate's 3 – 5-year professional goal? What does the candidate hope to do with the degree and certification?

#### *Instructional Technology Portfolio Requirements*

Portfolios for Instructional Technology should be electronic and assembled using the web-based platform of the candidate's choice. The portfolio should be available publicly on the Web. The URL for the electronic portfolio should be submitted through the supplemental items section of the online application. Delineate separate sections of the portfolio according to the bulleted structure below. **For each written response item, the candidate should embed a document or include the text directly on the page so the reviewer does not have to click to open and download a file.** If the candidate passes the portfolio review, the faculty reviewer(s) will recommend the candidate for admission.

- **Professional Resume**—A complete professional resume demonstrating the requisite interests, experience, and skills necessary to succeed in an instructional technology program.
- **Statement of Purpose**—Students should include and link all items from their Instructional Leadership portfolio instead of the Statement of Purpose.
  - Evidence of *Ability to Impact Student Learning*
  - Evidence of *Leadership and Management Ability*
  - *Leadership Platform*
  - *Program Expectations*—Within the Program Expectations, the candidate should emphasize leadership & technology.
- **Personal Choice Item(s)**—The candidate should include one or more items within their portfolio that show a demonstrated aptitude for instructional design/technical expertise (This selection is entirely up to the candidate and can be something that the candidate has done previously which they are particularly proud of. The admission committee is excited to see the candidate's creativity!)

#### **Admissions Interview**

After completing the online application, including supplemental items, the candidate will be contacted regarding a date and time for the admission interview. Individuals involved in the candidate's interview may include University faculty members, LEA

representatives, and/or other leadership candidates. When possible, candidates will be interviewed together, and the following areas will be assessed:

- Professional communication skills
- Potential for collaboration
- Desire to succeed as an instructional leader
- Commitment to the ideals of leadership embodied by the UM program

**NOTE: If a candidate needs more time to finish the admission requirements for both programs, there is the option of starting one program one semester and the second program the following semester.** For additional questions, please contact the Office of Graduate Studies (205.665.6380 or [grad@montevallo.edu](mailto:grad@montevallo.edu)).