



## Education Specialist (Class AA) Instructional Leadership Admission and Portfolio Checklist

Here are the items needed before admission to the  
Instructional Leadership Ed.S. program.

No courses may be taken in the IL program until a candidate is unconditionally admitted.

**Items needed:**

- \_\_\_\_\_ All candidates must undergo a **criminal history background check** and provide evidence.
- \_\_\_\_\_ Candidates must hold a valid Class A Professional Educator Certificate in Instructional Leadership or one of the other Class A leadership certificate designations [Instructional Leader, Principal, Superintendent, Superintendent-Principal, Educational Administrator, Supervisor (any subject and/or grade level), Administrator of Career and Technical Education).
- \_\_\_\_\_ Master’s Degree posted transcript documenting a minimum 3.25 GPA (from the Master’s degree)
- \_\_\_\_\_ Experience Form or other suitable evidence. One of the following options must be met and documented:
  - Option 1:** Candidate must be **currently serving** as a superintendent, assistant or associate superintendent, assistant to the superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator, or evaluator.
  - Option 2:** Candidate must document **three years of employment in an instructional leadership position** for which one of the certificates in Rule 290-3-3-.53.01(2)(b) is proper certification according to the current edition of the *Subject and Personnel Codes* of the Alabama State Department of Education.
  - Option 3:** Demonstrate each of the abilities in the Class A Instructional Leadership standards prior to admission to the Class AA Instructional Leadership program or prior to completion of the Class AA Instructional Leadership program. (AUM LEAD 6924)

If an Experience Form is used to document one of the above options, it can be dropped off to the College of Education or be mailed to: **Jenny Kroft/Academic Advisor, Office of Student Services and Teacher Certification, P O Box 244023 Montgomery, AL 36124-4023**

**Applicant completed a Class A program approved by the State Board of Education after September 8, 2005, and therefore, is not required to submit a portfolio or pass an interview.**

AUM Faculty Signature \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_



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If you have any questions please email

Dr. Sparks (jsparks2@aum.edu) *or* Jenny Kroft (mkroft@aum.edu)

\_\_\_\_\_ Candidates must submit a portfolio if they do not meet the criteria listed on Page 1. Portfolio requirements are as follows:

**Class A Instructional Leadership Portfolio (Upload these items to the OneDrive link provided by your advisor.)**

	Current <b>Contact Information</b> , including phone number(s)
	<b>Resume/Curriculum Vitae</b>
	<b>Three (3) Letters of Recommendation</b> addressing applicants’ qualifications for continued success as a leader (One must be from a principal or immediate supervisor). These letters must be on official letterhead and signed ( <b>Scan and submit them in the OneDrive</b> )
	Most recent <b>Performance Appraisals (EDUCATE Alabama)</b>
	Evidence of <b>ability to lead student achievement</b>
	Evidence of leadership and management potential
	Reasons for pursuing the Class AA certificate in Instructional Leadership

\_\_\_\_\_ Successfully complete an **IL Interview** with the IL Admissions Committee. This Committee is made up of AUM Faculty and P-12 Instructional Leaders. AUM Faculty will schedule this interview for you if it is required. (Note: Questions in this interview will reflect a higher level of knowledge and ability than those used as part of the admissions process for the master’s level/Class A Instructional Leadership program.)