

Sample SBL Internship Tasks & Submission of NELP Standard Artifacts & Reflections

Suggestions of appropriate activities/artifacts to complete your practicum/internship are grouped by the National Educational Leadership Preparation (NELP) Standards below. These are provided as examples and not intended to be an all-inclusive list. **Routine** supervision activities (e.g. bus duty, lunchroom supervision, etc.) should be limited to no more than 20 hours.

Upload the following in Taskstream for EACH of the 7 standard areas:

- 1) A brief description of the task and a discussion of how about how the task demonstrates your proficiency in the relevant standard.
- 2) Where possible, upload an artifact. This might be an agenda, flyer, report, form you developed, or some other documentation of the task.

NELP STANDARD #1: MISSION, VISION, AND IMPROVEMENT

- Use school's CEP goals to craft dept/grade/team goals in support of meeting school wide goals
- Prepare a staff meeting agenda (addressing vision/mission)
- Create a staff Development Plan for a specific timeframe (month, year, cycle, etc) and specific audience (e.g. by department, novice and veteran teachers, etc) or Danielson domain the school is working on
- Write/collaborate on weekly school newsletter
- Plan and implement a monthly student recognition ritual
- Develop/revise building-wide discipline plans/academic guidelines
- Implement Character Counts/Leader in Me
- Establish student organization in support of student learning
- Speak to community about vision for learning
- Use student data/profiles to identify goals and address actual needs
- Develop agendas and run meetings (i.e. grade level meetings, team meetings)
- Write a 3-year comparison "State of the School" report that is accessible to all community members
- Disseminate Mission/Vision statement branding that represents school mission/vision (quotes, photos of people who exemplify, images) everywhere/schools/businesses
- Conduct tours of building and sites for prospective parents
- Audit technologies for teacher/staff usage alignment with schoolwide mission vision expectations

NELP STANDARD #2: ETHICS AND PROFESSIONAL NORMS

- Establish a character education program in the school and document activities
- Create a revised school schedule that includes advisory
- Prepare assemblies that have role-plays and examples of good character
- Provide speakers/programs for parents
- Revise discipline procedures and documents to ensure equitable and fair approaches, paying particular attention to reframing school culture around discipline
- Share character education information on newsletters to connect with parents and gain support
- Recognize those showing character
- Revise school calendar to reflect many ethnic religious holidays based on school demographics
- Revise/develop student handbook (policies and procedures)
- Address specific concerns of families/students such as gender, sexual harassment, mascot change, etc.

- Involve students in community services events and/or programs

NELP STANDARD #3: EQUITY, INCLUSIVENESS, AND CULTURAL RESPONSIVENESS

- Conduct a curricular audit to evaluate degree of inclusion of culturally responsive materials
- Develop a series of professional activities to support educators in becoming more culturally responsive in their practices
- Research and develop partnerships with outside organizations that support equity work
- Create schoolwide systems to research and address issues of equity
- Evaluate student access to educational resources, technologies and opportunities
- Conduct regular book studies with staff to promote the notion of an inclusive climate
- Conduct a building facilities audit to determine accessibility for disabled students, teachers, staff, parents/caregivers, and community members
- Provide multilingual newsletters/other school communications
- Establish student organization in support of school's equity goals (e.g. LGBTQ+, Muslim Student Association, etc.)

NELP STANDARD #4: LEARNING AND INSTRUCTION

- Use evaluation data and student mastery data comparison to complete instructional needs assessment
- Develop professional development based on student achievement improvement area
- Conduct a "Walk-through" supervision
- Conduct "Look for" supervision
- Conduct instructional practice inventories
- Conduct a climate or culture survey among all stakeholders and disseminate results
- Serve on a statewide committee addressing NextGen, Principals' Standards, etc.
- Assist in the creation of school-wide professional development plan
- Develop faculty meeting agendas (professional issues and development)
- Develop action plan based upon assessment data
- Develop grade level/course level common assessments
- Lead building level study teams (whole faculty study groups, Instructional inquiry teams, child study, Japanese lesson study groups, etc.)
- Research and provide staff with professional reading material on a specific instructional focus
- Provide opportunities for teachers to observe best practice (both inside and outside subject/certification area)
- Use state definitions and guidelines as basis for staff development
- Lead in-service
- Develop a model student or teacher portfolio for teachers
- Review IEPs
- Create/evaluate curricula that includes high quality integration of technology
- Plan orientation sessions for incoming students/families

NELP STANDARD #5: COMMUNITY AND EXTERNAL LEADERSHIP

- Serve on the school leadership team
- Assist in the development of parent advisory committee and suggest format for minutes
- Develop a parent volunteer list and recognition ceremony
- Attend and report out on Community Education Council meetings
- Survey parents about various concerns such as grades, participation in extracurricular activities, citizenship, etc.
- Provide opportunities for community agency assistance to students and families

- Develop a system for tracking referrals of students and families to community agencies
- Develop a system for tracking placements of students (SPED) in community agencies
- Assist in the development of student council agenda and suggest a format for minutes
- Establish business partnerships to enhance collaboration in community
- Collaboration with other educational institutions for greater vertical alignment (e.g. early childhood→elementary→middle school→high school→college)
- Create mentorship program (adults/students)
- Establish social health teams
- Provide support for school-based health clinics
- Organize parent/community volunteers
- Facilitate career day
- Deliver a speech/presentation to community organization
- Develop partnerships with CBOs that address need areas in your school/community

NELP STANDARD #6: OPERATIONS AND MANAGEMENT

- Ensure that building expectations/rules posted
- Develop/revise a student handbook
- Develop/revise a faculty, para-professional and/or office staff handbook
- Develop/revise a substitute teacher handbook
- Create a building newsletter
- Assess and revise crisis plan as needed
- Develop staff memos and/or agendas
- Work on building budgets
- Review Title IX compliance documentation
- Create fire marshal reports/fire and disaster drill records
- Attend Building Response Team meetings
- Attend school safety means
- Attend emergency readiness trainings
- Create/maintain go folders for emergency response teams
- Conduct regular meetings with maintenance staff
- Use technologies to streamline procedures for attendance, grades, and registration
- Participate/facilitate safety committee meeting
- Develop/revise attendance/tardy procedures/expectations with consistently enforced rewards and consequences
- Create student (new and incoming) orientation procedures
- Participate in schoolwide scheduling tasks
- Create and facilitate attendance team protocols for students with chronic absence issues

NELP STANDARD #7: BUILDING PROFESSIONAL CAPACITY

- Revise and maintain a yearly comprehensive professional growth plan
- Serve on district or building-wide focus, book study, strategic planning, etc. groups
- Participate in personnel interviews, conferences, data teams, etc. with a school leader
- Develop a hiring recruitment plan in collaboration with teachers and administrators
- Attend professional development for leaders/aspiring leaders