

**School Administration Program
Principal Professional Certification
40-HOURS OBSERVATION FORM (NELP Standards)**

Instructions: Prior to beginning your residency principal's certificate internship you must complete FORTY HOURS of structured observations of a certificated principal or assistant principal in categories related to the ISLLC Standards. You are the observer only. The observation must be reported on this form. The form is to be submitted to: Reme Bruesch at the Department of Educational Leadership and Administration 502 East Boone Avenue, Spokane, Washington 99258. Submit this form to Reme Bruesch. Keep one copy of the completed form for your Professional Portfolio.

NELP Standards (Observed)* **Amount of Time (total hours for all Categories)**

NELP Standard 1 (Mission, Vision, and Improvement) -----Observation Hours: _____

Collaboration
Implementation of school vision, mission, and continuous improvement
Priority planning

NELP Standard 2 (Ethics and Professional Norm)-----Observation Hours: _____

Demonstrating capacity to advocate
Ethical decision making
Professional communication that demonstrates respect
Demonstrating trust, transparency, fairness, integrity
Modeling reflection, life-long learning, and digital citizenship
Demonstrating ethical decision making
Modeling ethical behavior
Cultivating ethical behavior in others

NELP Standard 3 (Inclusiveness and Cultural Responsiveness)----Observation Hours: _____

Promoting current and future success of students and adults
Commitment to a developing and maintaining a supportive, equitable, and culturally responsive and inclusive school

NELP Standard 4 (Learning and Instruction)-----Observation Hours: _____

Evaluate, develop, and implement coherent systems of curriculum, instruction, and assessment
Provide high-quality, technology-rich curriculum
Provide resources and professional development that support adult learning
Provide resources, practices, and services that support student learning

NELP Standard 5 (Community and External Leadership)-----Observation Hours: _____

Engagement of families
Engagement of families and communities that support learning inside and outside of school
Demonstrates advocacy for the needs of school and community
Community partnerships

NELP Standard 6 (Operations and Management)-----Observation Hours: _____

Demonstrates commitment and capacity to improve school management and communication
Demonstrates school-level-governance
Applies knowledge and understanding with operation systems
Utilizes data informed and equitable planning
Supports school improvement
Supports student improvement
Supports adult learning and improvement

NELP Standard 7 (Advocate for Public Policy)-----Observation Hours: _____

Builds school's professional capacity

Engages in staff development

Demonstrates the importance of a collaborative professional culture

Improves systems for staff supervision, evaluation, and support

Improves systems for professional development

TOTAL HOURS FOR ALL SEVEN STANDARDS: Observation Hours: _____

Candidate's Name – Please Print Clearly

Candidate's Signature

Date

Principal's Name – Please Print Clearly

Principal's Signature

Date