School Administration Program
Principal/Administrator Professional Certification
40-HOURS OBSERVATION FORM (ISLLC STANDARDS)

Instructions: Prior to beginning your residency principal’s certificate internship you must complete FORTY HOURS of structured observation of a certificated principal or assistant principal in categories related to the ISLLC Standards. That observation must be reported on this form. The form is to be submitted to: Dr. Cynthia Johnson at the Department of Educational Leadership and Administration 502 East Boone Avenue, Spokane, Washington 99258. Submit this form no later than March 29th preceding the July/August start of your internship. Keep one copy of the completed form for your Professional Portfolio.

ISLLC Standards (Observed) Amount of Time (total hours for all Categories)
ISLLC Standard 1 (Steward of Vision) Observation Hours:___
Strategic Planning
Data Collection and Analysis
Effective Communication
Negotiating/Consensus Building

ISLLC Standard 2 (Instructional Leader) Observation Hours:___
Analyzing the Curriculum
Supervision of Instruction/Instructional Strategies
Learning/Motivation Theory
Learning Technology
Evaluation of Student Achievement/Testing and Measurements
Supervision of Extra/Co curricular Education
Staff Development/Adult Learning
Change Process
Student Discipline
Student Services

ISLLC Standard 3 (Organizational Manager) Observation Hours:___
General Office Administration
School Operations/Policies
Facility and Maintenance Administration/Safety and Security
Student Transportation
Food Services
Personnel Procedures
Budget Supervision
School/Program Scheduling
Collaborative Decision Making

ISLLC Standard 4 (Community Leader) Observation Hours:___
Community/Public Relations
Parent Involvement
Climate for Cultural Diversity
Community/Business Involvement and Partnerships

ISLLC Standard 5 (Ethical Leader) Observation Hours:___
Position Goals and Requirements
Philosophy/History of Education
Ethics
Interpersonal Relationships

ISLLC Standard 6 (Advocate for Public Policy) Observation Hours:___
School Board Policy and Procedures/State and Federal Law
Federal Programs Administration
Issues and Conflict Resolution
Current Issues Affecting Teaching and Learning
Professional Affiliations and Resources
Professional Library

TOTAL HOURS FOR ALL SIX STANDARDS: Observation Hours:___________

Candidate’s Name – Please Print Clearly  Candidate’s Signature  Date
Principal’s Name – Please Print Clearly  Principal’s Signature  Date