

**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 29<sup>th</sup>** 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

