

Format for Electronic Evidence 4
Organizational Leadership and Management Action Plan (OLMAP)

Your electronic (Eportfolio) template provided to you on which you will provide your name, Student ID#, College/University, and MSA Program Coordinator will come first. You will then complete the summary (i.e. brief reflection/ impact/evaluation of evidence(s)). You will then fill in what you did going through the program to meet each of the DPI Pre-service Descriptors. These will be courses if an activity was an assignment, involvement at the internship site, description of project, etc. (Please list the courses by Prefix, number, and title, i.e., (ADMN 6161 – The Principalship).

Following this, you will then present your longer narrative statement on this particular evidence (either number 1,2,3,4, 5, &6). A suggested sample, using evidence # 4, follows.

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Through this electronic product, I will present my organizational leadership and management **action plan**. It will demonstrate what I learned regarding the organizational leadership and management responsibilities required of a school principal. I have learned that principals are expected to demonstrate organizational leadership and management skills in order that their schools will operate effectively and efficiently. Of all of their many responsibilities, this is one of the most important responsibilities because if the school is not managed well, it will have an impact on nearly every other aspect of the school. In this product, I will present evidence of management responsibilities required of school principals. These will include:

- A summary of interviews I conducted with two principals to learn first-hand how they handled various management responsibilities
- A description of how I would develop and manage the school budget, including how I would involve others
- A description of how I would develop a school master schedule and sample of a master schedule (or portion of a master schedule if you did not do the whole master schedule)
- A description of how I would handle the various human resource responsibilities principals are required to carry out, including the evaluation of teachers [Mention NC statutes on teacher evaluation]
- A review of the staff and student handbooks in the school where I did my internship
- Two examples of communication products that a principal would use to communicate with staff or school stakeholders.

Following this, you will discuss each of the bulleted items in detail. (While the length will vary from evidence to evidence, you should try to do this within 15 – 25 pages (on average for each of the six), excluding appendices).

[PLEASE DO NOT CUT AND PASTE OR USE THE EXACT WORDING IN THE EXAMPLE ABOVE. USE YOUR OWN WORDS]

Conclusion

Here you will briefly summarize all of the above and specifically note what you learned in the area that this particular piece of evidence addresses and **provide a brief “plan of action” that you might implement in your organization and management responsibilities required of the principal**. (You should be able to do your summary in 2 or 3 double-spaced pages)

Note: The sample products referred to above (i.e., schedule, budget, communication products, etc.) may be included at the end as appendices or hyperlinked in the text.