

Mississippi College - Department of Teacher Education and Leadership
Application Portfolio Requirements for
The Education Specialist Leadership Program

In order to complete the application process, candidates must complete the following. Only after the process is completed will candidates be informed of their admission status. Please make application to and submit items 1-4 to the Office of Graduate Studies. All of the requirements of the Graduate Office should be sent to the *Office of Graduate Studies, Mississippi College, Box 4029, Clinton, MS 39058*. Please submit duplicates of 1-4 and 5-10 in a portfolio binder to *Dr. J. Grove, School of Education Lowrey Hall, in Office 306*. (Keep copies. All will be converted to our electronic portfolio.)

-----1. **ALL Transcript(s)**- The official copies must go to the Graduate Office. An unofficial copy is fine for the portfolio. (A 3.25 GPA on prior graduate work is necessary.) Transcripts should be requested by you and forwarded to the Graduate School by each university you attended. (See the address above.)

-----2. **Educator's License -Copy ("AA" License for the EDS application)**. (If the candidate has already passed the SLLA Exam, please have those scores sent directly to MS College.)

-----3. **Proof of at least 3 years of past teaching experience**- A copy of the verification of teaching experience form may be obtained [online](#).

-----4. **Three letters of recommendation**- Albeit true that official letters of Recommendation must be sent unopened on specified forms to the Graduate Office, these letters for the portfolio can be personally written. Alike the requirement for the Graduate School, one of the recommendation letters must come from your current principal. The recommendation form can be obtained [online](#).

-----5. **Resume' (Vita)**- A professional resume' highlighting the candidate's relevant professional skills, education, and experiences should be included.

-----6. **A. Performance Appraisal**- Completed, official copies of the candidate's most recent two performance appraisal, including any professional improvement component(s) must be submitted.

-----6. **B. School District Endorsement Form**. This form must be signed by the candidate's appropriate school district supervisor/official, before seeking full admission into the program (This form can be obtained [online](#).)

-----7. **Personal Biography**- Include personal, as well as professional background information, that highlights work ethics, integrity, moral compass, values, events or persons that shaped the candidate's character, and etc. The essay should clearly delineate the nature and extent of the candidate's commitment to becoming an administrator or expanding upon his/her personal capacity in leadership. (1-3 pages)

-----8. **Education and Leadership Philosophy**- Must include beliefs about curriculum and curriculum development, teacher/student relationships, educational goals, teaching methodologies, and educational purpose. (1 -3 pages)

-----9. **Work Products**- Proof of the candidate's impact on the growth of student, staff, or school progress should be relayed. This also includes the data, which validates the applicant's impact on student or stakeholder growth. This could also include other artifacts, which demonstrate the candidate's impact on the academic growth of students.

-----10. **Completion of the "21st Century School Administrator Skills Self-Assessment"**. This document is to be completed by the applicant. This will serve as a compass for growth and reflection. This assessment can be obtained [online](#).

Once the application process is completed and the Office of Graduate Studies has written to inform the candidate of his/her status, candidates can schedule an interview, deliver the portfolio, and complete a writing assessment with Dr. Grove. Please email Dr. Grove to schedule an appointment. (jgrove@mc.edu)