

**HAWAII CERTIFICATION INSTITUTE FOR SCHOOL LEADERS PROGRAM
ASPIRING LEADER PORTFOLIO FOR APPLICATION 2025
FOR PROGRAM YEAR 2026-2027**

ASPIRING LEADER PORTFOLIO

The Aspiring Leader Portfolio (ALP) is a purposeful collection of documents that represent the knowledge, skills, and dispositions you exemplify as a school leader. The documents highlight your current practice and readiness for leadership. The reflective essay is to be completed by the PDERI participant only. Plagiarism, having others complete your assignments (including AI technology) and other unethical behavior will not be tolerated and may result in immediate dismissal from the program screening. AI may be utilized as a tool for the writer to refine the text they have crafted not as a replacement for the writer

Please comply with ALL instructions. Applications that do not follow the instructions may not be considered for review. You are encouraged to retain a copy of your ALP documents for your personal files.

ALP COMPONENTS:

1. Reflective Essay:

- Upload essay as a Portable Document Format (.pdf) or Microsoft Word (.doc or .docx) file.
- Format on 8 ½" x 11" size paper with a minimum .75" margins.
- Use a 12-point font and double-space.
- Limit your response to four (4) pages maximum.
- Label your essay with your name at the top right corner.
- Do not include your name, the names of others, and school/office/district names(s) in your essay.

Prompt: Leaders are called upon to make decisions and problem solve to support student success. Explain why you feel you would be an effective administrator. Include an example of how you developed and implemented a plan meant to improve student success and were met with resistance from colleagues or other adults. In your response, include the following:

- a. Explain why you will be an effective administrator.
- b. Describe how you developed and implemented a plan meant to improve student success and a challenge/resistance you experienced.
- c. Explain the steps you took to work through the challenge including who was involved and the considerations for determining your action.
- d. Share the outcome and what you learned about yourself as a leader from this experience.

2. Letter of Recommendation: Include one (1) letter of recommendation written and dated within six (6) months of the date of application. The letter should include the name, title and signature of the letter writer. Limit the letter to two (2) pages maximum.

Letter of Recommendation should be from someone other than your current Principal or person completing the Leadership Potential Form. The letter may be from another supervisor within or outside of the Department, a colleague, or other person who has

firsthand experience and can speak to your knowledge, skills, and disposition for leadership. The letter should include a description of one or more of the following:

- How you impacted the letter writer's learning or influenced the writer's practice;
- How you demonstrated equity in advocating for and improving student achievement;
- How you demonstrated self-improvement through reflective practice; and/or
- How you demonstrated perseverance and positivity during a challenging situation.

3. Evaluations:

- *Teachers evaluated on EES, DO NOT need to submit a printout. EHR will automatically populate in your electronic application from your official employment records.
- Temporarily Assigned (TA) VPs should upload a PDF copy of the Professional Evaluation Program for School Leaders (PEP-SL) (DOE OTM 500-002) form with complete ratings for the last school year. PEP-SL should be signed by the evaluator and the TA VP. Annual evaluations are required for all TA VPs on the PEP-SL.
- Educational Specialists should upload a PDF copy of the State and District Educational Officer Evaluation Form (DOE OTM 500-003) signed by the evaluator and the applicant.
- All others should upload a PDF copy of the two (2) previous years' official evaluation documents signed by the evaluator.