**Portfolio Reflection**

The assistant principal uploads artifacts as PDFs to BriteLocker and completes the **Portfolio Reflection Form** in TalentEd **PRIOR** to the **Portfolio Review Meeting**. During the meeting, the assistant principal and principal discuss how the artifacts collected provide evidence of the assistant principal’s performance on the **U.S. Virgin Islands Performance Evaluation Framework for Assistant Principals**. **(Refer to Evaluation Planning Form to identify which practice(s) Artifact 5 supports.)**

1. **Build Shared Purpose:** The most effective leaders develop a compelling, shared organizational vision and ensure the vision is lived in the daily work of educators.

**Indicator 1.1**: Support School Mission

How does **Artifact 4** reflect support of the school mission?

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1. **Focus on Learning:** The leader engages in instructional leadership to develop and maintain student access to appropriate, ambitious, and strong instructional programs focused on academic excellence and social and emotional development.

**Indicator 2.1:** Improve the Instructional Program

**Indicator 2.2:** Support Teachers’ Development of a Positive Classroom Climate

How do **Artifacts 2, 3, and 4** reflect the improving instructional programs and development of a positive classroom climate?

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1. **Manage Organizational Systems:** The leader acts strategically and systematically to create teaching and learning conditions that are safe and supportive by aligning financial resources, human capital, data, and other resources.

**Indicator 3.1**:Manage the Organizational Structure

**Indicator 3.2:** Lead and Develop Personnel

**Indicator 3.3:** Manage Resources

How do **Artifacts 2, 3, and 4** reflect the managing the organizational structure, leading and developing personnel, and managing resources?

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1. **Collaborate with Community:** The leader ensures that parents and community organizations are engaged with the school.

**Indicator 4.1:** Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

How does **Artifact 3** reflect collaboration with stakeholders and response to diverse community needs?

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1. **Leadership Practice 5: Lead with Integrity:** Assistant Principals lead with integrity and model responsibility through pursuit of professional learning

**Indicator 5.1:** Demonstrate Personal and Professional Responsibility

How does **Artifact 4** demonstrate personal and professional responsibility?

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