

# Louisiana Leadership Assessment Series (LLAS) User Guide

Spring 2020

# What is the Louisiana Leadership Assessment Series?

The Louisiana Leadership Assessment Series (LLAS) is a state-approved exam component for those working on any of the leadership pathways to earn their Educational Leader Level 1 (EDL1) Certificate. *For more information on Educational Leader certification requirements, please see page 3 of this guide or visit [teachlouisiana.net](http://teachlouisiana.net).*

- In December 2019, the Louisiana Board of Elementary and Secondary Education (BESE) approved the LLAS as an exam component for those seeking the EDL1 Certificate.
- Educators wishing to become school leaders may choose the LLAS to fulfill the exam component of all leadership pathways leading to EDL1 certification.
- The LLAS is portfolio-based and aligned to the Standards for Educational Leaders in Louisiana as outlined by Bulletin 125, the National Educational Leadership Preparation (NELP) standards, and the Professional Standards for Educational Leadership (PSEL).

This user guide is designed to provide guidance and support for educators interested in completing the LLAS, including detailed information about the program, strategies for success, and steps to enroll.

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## I. Overview: Louisiana School Leadership Pathways

### How does the LLAS contribute to Educational Leader 1 (EDL1) certification requirements?<sup>1</sup>

Outlined below are the routes that lead to Educational Leader certification, which is the authorization needed by those who fill school and district educational leadership positions (e.g., assistant principal, principal, parish or city supervisor of instruction, supervisor of child welfare and attendance, special education supervisor, or comparable school/district leader positions).

Each of these routes require an exam component.

- Master's Degree Path - for persons seeking to earn an advanced degree and add Educational Leader certification to a valid teaching certificate
- Alternate Path 1 - for persons who already hold a master's degree and are seeking to add Educational Leader certification to a valid teaching certificate via an individualized plan-of-study from a state-approved ed leader program provider
- Alternate Path 2 - for persons who already hold a master's degree *in education* and are seeking to add Educational Leader certification to a valid teaching certificate via documented evidence of leadership experiences
- Alternate Path 3 - for persons who already hold a baccalaureate degree from a regionally accredited institution of higher education and are seeking to add Educational Leader certification to a valid teaching certificate through a competency-based educational leader practitioner (residency) program

For more detailed information about leadership certification requirements and pathways, please see this Louisiana Department of Education video available [here](#) on youtube.com or visit [teachLouisiana.net](http://teachLouisiana.net).

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<sup>1</sup> Louisiana Department of Education. *Leadership Preparation*. Retrieved March 2, 2020, from <https://www.teachlouisiana.net/Prospect.aspx?PageID=667>

## Development of the LLAS

The LLAS was designed and developed in conjunction with BloomBoard, the platform that offers the Mentor and Content Leader assessment series, and the Louisiana Department of Education.

The assessment series was revised with feedback and input from:

- A pilot program with 22 participants from across the state, preparation providers, and educational non-profits (see feedback from pilot participants in the section below)
- A focus group inclusive of APEL, former LA principal of the year, Louisiana Association of Educators, Associated Professional Educators of Louisiana, Stand for Children, and the Louisiana Association of Principals
- Northwestern State University, the University of Louisiana, Monroe, and Xavier University

## Feedback from Pilot Participants

*These assessments demand future leaders participate in real leadership exercises throughout their development. In a sense they give form and structure to 'internship' asks of graduate programs. The assessment completion really shows a candidate can do the leg work of leadership.*

*This assessment opened my eyes to areas of my school which need improvement and I was able to create a project that will ultimately help every student in my school. I have since shared my project with educators at other schools, and knowing it will impact their buildings means so much to me.*

*I have enjoyed having the opportunity to make a positive impact on the implementation of a curriculum in the school district that I teach in. It has given me the opportunity to reflect on ideas from my co-workers and create a plan to meet the needs of teachers in our district and our students.*

*The assessments strengthened my understanding of the standards and gave me additional time to reflect on a program that affects my school and students and will most likely be in place again next year.*

*Working on this assessment has encouraged me to really reflect on my teaching practices. It also helped to get my team members to really analyze lessons, which was very beneficial for our students.*

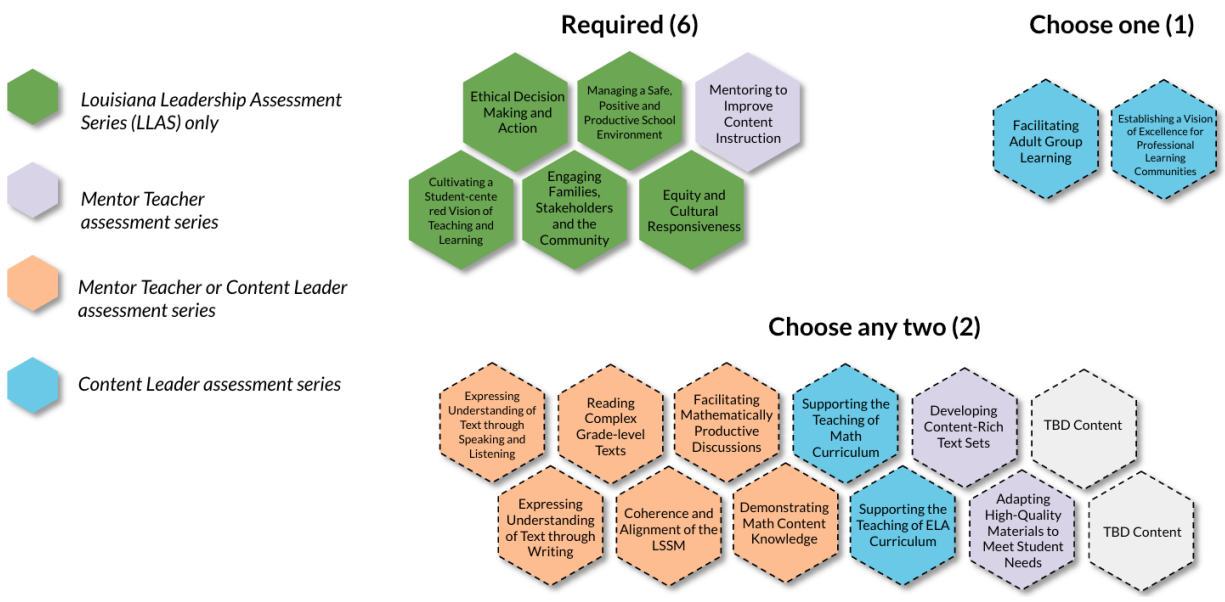
For additional feedback from pilot participants, please review the [December 10, 2019 - BESE Committee Meeting - Educator Effectiveness](#).

## Assessment Overview

The LLAS has a total of nine assessments. Candidates who have completed the Mentor or Content Leader assessment series will have already passed either three or four of the nine required assessments in the LLAS.

### Notes:

- Mentors and Content Leaders who have already passed their entire aligned assessment series will be eligible to enroll in the LLAS at a lower cost. See page 12 for details.
- Year 1 and Year 2 Mentors and Content Leaders who have been exempt from completing the assessment series required for ancillary certification must still successfully pass all of the assessments in the series if they wish to pursue the EDL1 certification via the LLAS.
  - Mentors and Content Leaders who have been exempt may still complete their Mentor or Content Leader assessment series thus making them eligible to complete the LLAS at a reduced cost.



## Components of the LLAS

The assessments are portfolio-based. Each assessment has the following components:

- A **Title** and **Description** centered around one key leadership competency.
- Four evidence-based **Requirements** aligned to the AD(D)IE cycle of inquiry: **Analyze**, **Develop**, **Implement**, and **Evaluate**. Candidates will:
  - **Analyze** the assessment-aligned standards and complete a graphic organizer to consider how their school currently addresses the targeted leadership competency.
  - **Develop** a plan for an initiative or activity stemming from their **Analysis**.
  - **Implement** the plan created in **Develop**.
  - **Evaluate** the **Implementation** and effectiveness of the plan.
- **Rubrics** aligned to each of the requirements.

## Standards Alignment & Matrix

The LLAS is portfolio-based and aligned to three sets of standards:

- Professional Standards for Educational Leaders (PSEL)
- National Educational Leadership Preparation (NELP)
- Louisiana’s Standards for Educational Leaders (Bulletin 125)

The assessments require candidates to describe how their school supports the standards-aligned criteria and asks them to develop an initiative or activity (that they have influence or control over in their current role) to improve upon areas where room for growth has been identified. The initiative or activity developed must be aligned to one of the sets of standards listed above; candidates should select the set of standards with which they are most familiar.

Please see the Standards Matrix on page 7 for details on standards alignment.

## Standards Matrix

Assessment	Title	LA Standards Bulletin 125	PSEL Standards	NELP Standards
Assessment 1 (LLAS)	Cultivating a Student-Centered Vision of Teaching and Learning	1, 2	1	1, 7
Assessment 2 (Content Leader)	Facilitating Adult Group Learning	2	6, 7	2
Assessment 3 (Mentor)	Mentoring to Improve Content Instruction	2	6, 7	4
Assessments 4 & 5 (Content Leader or Mentor)  <i>Any combination of these assessments is required</i>	<b>ELA</b> <ul style="list-style-type: none"> <li>Reading Complex Grade-level Texts</li> <li>Expressing Understanding of Text through Writing</li> <li>Supporting the Teaching of ELA Curriculum</li> </ul>	2	4	4
	<b>Math</b> <ul style="list-style-type: none"> <li>Demonstrating Math Content Knowledge</li> <li>Facilitating Mathematically Productive Discussions</li> <li>Supporting the Teaching of Math Curriculum</li> </ul>	2	4	4
	<b>Universal</b> <ul style="list-style-type: none"> <li>Adapting High-Quality Materials to Meet Student Needs</li> <li>Developing Content-Rich Text Sets</li> </ul>	2	4	4
Assessment 6 (LLAS)	Managing a Safe, Positive, and Productive School Culture and Environment	3	5, 6, 7, 9	2, 3, 6, 7
Assessment 7 (LLAS)	Family and Community Engagement	4	8	5, 7
Assessment 8 (LLAS)	Ethical Decision Making, Action, and School Improvement	5	2, 10	1, 2, 3
Assessment 9 (LLAS)	Equity and Cultural Responsiveness/The Education System	6	3	3



## Choosing the LLAS

Reminder: The LLAS is an approved exam component. This component is only one of several requirements for earning the Educational Leader certification. For more information on leadership certification pathway requirements, see page 3 of this guide or visit [teachlouisiana.net](http://teachlouisiana.net).

- **Portfolio-based Format:** The LLAS is portfolio-based. Each assessment requires candidates to complete requirements aligned to the AD(D)IE cycle of inquiry: Analyze, Design, Implement and Evaluate.
- **Assessor Feedback:** A team of certified assessors will score a candidate's submission on a rubric and provide written feedback on each submission attempt. Candidates will receive feedback on their submitted evidence within five business days of submission.
- **Unlimited Resubmissions:** Candidates can submit an assessment for review as many times as needed with no additional fee.
- **Aligned to Standards:** The LLAS is directly aligned to three sets of standards (Bulletin 125, NELP and PSEL) enabling preparation providers to align the assessments to the standards in place in their existing programming.
- **Benefits for Teacher Leaders:** Candidates who have completed the Mentor or Content Leader assessment series will have already passed either three or four of the nine required assessments in the LLAS and will be enrolled in the LLAS at a lower cost.
- **Available Data:** Preparation providers can use candidate-reported assessor feedback to monitor candidate progress on the assessments and provide interventions and supports as needed.
- **Flexible Pacing:** The LLAS can be completed online from a candidate's home at their own pace or the suggested pace of their preparation provider coursework.

## II. Guidance for Candidates

### Strategies for Success

Please find best practices for completing the LLAS below.

#### *Timing*

- Select a pathway for Educational Leader certification and consider a start date for the LLAS, keeping in mind that it requires action research.
- Identify goals for completion and create a timeline.
- Build in time for resubmissions. Remember, there is no limit to the number of times a candidate may resubmit.

#### *Unpack Rubrics, Resources, and Requirements*

- Before beginning any part of the assessment, review all requirements and accompanying rubrics to identify opportunities to collect evidence.
- Each assessment has an aligned set of resources available in the *Background and Learn* tabs on BloomBoard. Leverage these resources as necessary.
- Deconstruct the rubrics for each requirement, as this is what assessors will use to evaluate submissions.

#### *Planning and Project Maximization*

- Some initiatives or activities may address multiple standards. Identify opportunities to use the same initiative or activity to complete two or more assessments simultaneously.
- Practice the required competency and collect evidence from each trial before submitting your assessment. This process will help improve proficiency and ensures candidates will have a variety of artifacts to choose from when determining what evidence to submit.
- Be reflective and open to assessor feedback. Use assessor feedback to improve resubmissions.

#### *Collaboration*

- Use the Collaborate feature in BloomBoard to communicate with colleagues or the BloomBoard facilitator.
- Work with a colleague to set goals and increase accountability to timelines.
- Work with colleagues to share ideas, ask questions, provide feedback, and set goals. *Please note: while collaboration is encouraged, candidates must always submit their own unique evidence demonstrating individual competency.*
- Seek formative feedback on evidence before submitting and/or conduct a self-assessment of submitted evidence against the rubric criteria.

### III. Guidance for Preparation Providers

#### Aligning Coursework to the LLAS

- Review the assessments in detail and use the Standards Matrix to determine areas of alignment between the LLAS assessment competencies and coursework.
- Collect feedback from candidates as they complete the assessments to identify areas of strength and areas where additional support may be needed.
- Allocate time for candidates to complete assessment requirements as part of coursework.
- Consider using the assessments as assignments that candidates complete and submit as part of their coursework.

#### Best Practices for Providers

- Create a program timeline such that candidates are certified by the program's end. Provide suggested pacing for candidates and/or encourage backwards planning.
- Communicate the *why* behind the assessments and how they relate to Louisiana's vision for teacher leaders.
- Embed the assessment requirements in coursework. For example, allocate time *during* coursework for candidates to complete certain assessment requirements.
- Make explicit connections between the content of the assessments and the content of your coursework. For example, if your coursework highlights the importance of equitable practice, point to the standards embedded in each assessment that address equity.
- Develop support systems and structures to check in with candidates.
  - Consider goal setting and backwards planning activities to help candidates stay on track.
  - Consider systems for providing candidates with formative feedback.
- Use candidate-reported assessor feedback to monitor candidate progress on the assessments; provide interventions and supports as needed.
- Consider BloomBoard a partner in this work; do not hesitate to reach out with questions.

## IV. Submission & Feedback Process

### The Scoring Process

Candidates will submit their completed portfolio of evidence for review through the BloomBoard platform. The assessment process is anonymous.

*The scoring process includes an Assessor and Approver.*

- The Assessor conducts an initial review, chooses the proficiency level by criteria, provides quality feedback, and makes a recommendation to the Approver.
- The Approver conducts a second review of the evidence; if aligned with the Assessor's feedback, the Approver completes the assessment.
- As a part of ongoing assessment validation, the Approver may return the submission to the Assessor with questions and comments.

### The Role of an Assessor

Assessors assess submission evidence against rubrics to determine the candidate's level of competency. The rubrics are available to candidates in the assessment.

*The assessors role is to:*

- Determine and communicate submission proficiency solely based on the evidence submitted and the rubrics in the assessment.
- Provide written feedback by criteria that is objective, consistent, targeted, user-friendly, constructive, and positive.

### Who are the Assessors?

The assessors are teaching professionals with extensive experience coaching, mentoring, and evaluating other educators. They have met BloomBoard's eligibility and experience requirements to assess, and have successfully earned BloomBoard's credential in *Assessing Evidence to Determine Competency*, which certifies that they can consistently achieve alignment to a true score and provide quality feedback. **The assessors are not employees of the Louisiana Department of Education.**

### Assessor Feedback

Candidates will receive feedback on their evidence and artifacts and will have the opportunity to resubmit if they do not pass on their first submission (there is no limit to the number of times a candidate may resubmit). Assessor feedback is intended to help candidates address elements of their submission that did not meet the Demonstrated criteria in the rubric and help them resubmit successfully.

## V. Enrolling in the LLAS

### Registration Process

The Louisiana Leadership Assessment Series is available on BloomBoard. To enroll:

1. Visit <https://bloomboard.com/program/louisiana-leadership-assessment-series/> and complete the enrollment form.
2. Once this form is completed, candidates will receive an email notification within two business days. This email notification provides candidates with login access to BloomBoard.
3. Candidates can then log in to my.bloomboard.com to preview and purchase the LLAS, at which point, they may begin working.

### Terms of Access

After purchasing the LLAS, candidates will get assigned to a cohort based on the month of their enrollment. Each cohort will have access to the LLAS for two full years from the time of their enrollment term.\*

*\*Extensions will be considered on a case-by-case basis with appropriate documentation for candidates with circumstances related to job-change, medical leave, sabbatical, etc. Please contact the BloomBoard Support team at support@bloomboard.com to complete an extension request form prior to the two year deadline.*

### Cost & Payment Process

Assessment Series	Cost
<p><b>LLAS for Mentors / Content Leaders</b>                      Available to Louisiana educators who have completed the Mentor or Content Leader assessment series on BloomBoard.  <b>*There is no additional cost for resubmission.</b> Assessments may be revised and resubmitted until earned.</p>	<p><b>\$499*</b></p>
<p><b>LLAS</b>                      Available to any Louisiana educator.  <b>*There is no additional cost for resubmission.</b> Assessments may be revised and resubmitted until earned.</p>	<p><b>\$649*</b></p>

## Payment Process

### Step 1

Before purchasing the LLAS, a candidate may preview each micro-credential (assessment) by clicking on the title.

LDOE - Louisiana Leadership Assessment Series

**LLAS**

— Hide Details \$649.00 [Add](#)

This pathway is for teachers who have not completed the assessments in the Mentor Teacher or Content Leader series.

**Micro-credentials**

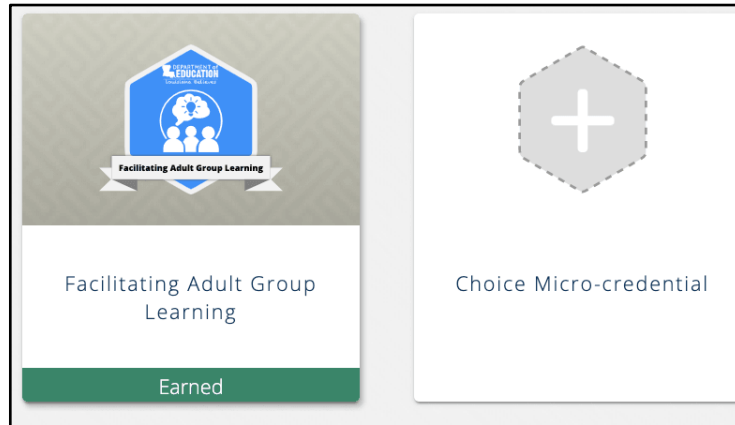
- Ethical Decision Making and Action
- Equity and Cultural Responsiveness
- Mentoring to Improve Content Instruction
- Choice Micro-credential
- Choice Micro-credential
- Managing a Safe, Positive, and Productive School Environment
- Engaging Families, Stakeholders, and The Community
- Equity and Cultural Responsiveness
- Choice Micro-credential

### Step 2

Candidates who have already completed a Mentor or Content Leader assessment series will be enrolled in the LLAS at a lower cost (\$499). Any previously passed assessments from the Mentor or Content Leader series that count toward the LLAS series will be indicated with a progress bar like the one shown below.

**Your choice of one of the following micro-credentials:**

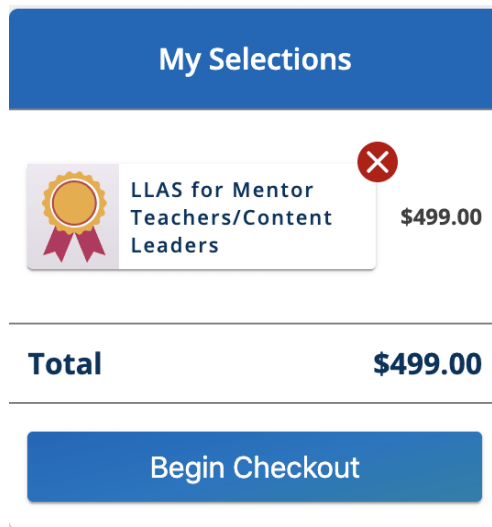
- Expressing Understanding of Text through Speaking and Listening 100%
- Expressing Understanding of Text through Writing 100%
- Reading Complex Grade-Level Texts 100%
- Coherence and the Alignment of the LSSM
- Facilitating Mathematically Productive Discussions
- Demonstrating Math Content Knowledge
- Supporting the Teaching of Math Curriculum
- Supporting the Teaching of ELA Curriculum
- Developing Content-Rich Text Sets
- Adapting High-Quality Materials to Meet Student Needs



*Note: Candidates who completed a Mentor or Content Leader assessment series will need to select their previously passed assessments as their “choice” micro-credential (assessment).*

**Step 3**

To purchase the series, click “Add” and “Begin Checkout” to enter credit card information.



### Step 4

Candidates may purchase the series with a credit card. Payments are non-refundable. Please contact the BloomBoard support team at [support@bloomboard.com](mailto:support@bloomboard.com) with any questions.

Pay by Card
[View Less](#)

Pay Monthly

#### Billing Information

Name on Card

Postal Code

Credit Card Number

Expiration Date

CVC Code

### Completing the Series

- BloomBoard will issue you a certificate of completion after all assessments are earned. You will be notified via email when the certificate is available to download from your my.bloomboard.com account.
- It is your responsibility upon completion of the series to include the assessment completion certificate as part of your application to the LDOE Certification office when applying for the Educational Leadership certificate.



## Navigating the BloomBoard Platform

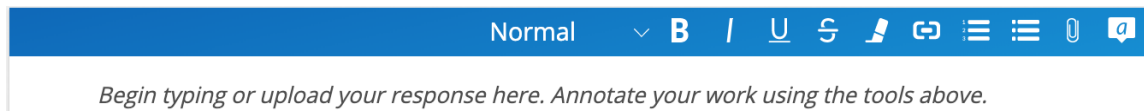
**Accessing Your Assessments:** Once the purchase is complete, select “View Micro-endorsement” to see and begin all the assessments in the series. Candidates may also select “View Details” to select and begin the assessments.

The screenshot shows a user interface for 'My Learning'. On the left is a hexagonal grid of icons representing various educational topics. The main content area displays 'Louisiana Department of Education' and 'LLAS' (Louisiana Leadership Assessment Series). A blue button labeled 'Louisiana Leadership Assessment Series' is visible. At the bottom, there are two buttons: '+ View Details' and 'View Micro-endorsement'. A 'Return to Career Pathway Builder' link is in the top right corner, and a gold medal icon is on the right side.

**Collaborate:** Candidates can use the Collaborate feature to engage in Discussions with other LLAS candidates. A discussion moderator will be available to provide support.



**Evidence:** Candidates can use the toolbar in the Evidence field of each requirement to enter text, upload documents, and annotate documents or images.



**Submit for Assessor Review:** To view all requirements and submit evidence for scoring by an assessor, candidates should select “Review & Submit” and then click the “Submit” button.

## VI. Resources & Appendix

### BloomBoard Support Articles

All support articles are available at [support.bloomboard.com](http://support.bloomboard.com)

Below is a selection of articles to support frequently asked questions related to the BloomBoard assessments.

- [Assessment Overview](#)
- [Facilitation Overview](#)
- [Guidelines for Working Together](#)
- [Annotating Evidence](#)
- [View Assessor Feedback](#)

### Contact Information

Topic	Website	Email
Registration, Payment, Platform Access, Technical Issues	Support.bloomboard.com	support@bloomboard.com
EDL1 Certification	teachlouisiana.net	certification@la.gov

### Acronym Glossary

Acronym	Definition
LLAS	Louisiana Leadership Assessment Series
EDL1	Educational Leader Level 1
M/CL	Mentor / Content Leader
NELP	National Educational Leadership Preparation
PSEL	Professional Standards for Educational Leaders
LDOE	Louisiana Department of Education