



Oregon

Kate Brown, Governor

TEACHER STANDARDS AND PRACTICES COMMISSION

250 Division Street N.E. Salem, OR 97301

Phone: (503) 378.3586

Fax: (503) 378.3758

TEACHER LEADER LICENSE

The Teacher Leader License is issued to professional teachers who have demonstrated exceptional leadership in the school environment, education profession and the larger community while consistently advancing student growth and achievement.

Term of License: Five years

To meet the minimum qualifications for the Teacher Leader License, you must:

- Hold a Continuing, Initial II, Standard or Professional Teaching License;
- Have taught five full academic years during the five years prior to application;
- Meet “evidence of effectiveness” standard by having **two (2) evaluations of “effective” or “highly effective”**. The evaluations must be:
 - Within the five (5) years immediately preceding application for Teacher Leader licensure.
 - While the applicant held an Initial II, Continuing, Standard or Professional Teaching License.
 - Applicant must verify that they have not received an evaluation lower than an “effective” level within the five (5) years immediately preceding the application for the Teacher Leader license.
 - If an applicant is employed by a private school, the applicant must verify that their school evaluates educators in accordance with the requirements of ORS 342.856. The applicant must provide documentation that the employing private school formally adopted the equivalent evaluation method in a meeting of the governing body.

Note: “Effective” and “Highly Effective” equate to the top two differentiated levels established as provided in the Oregon Department of Education’s “Oregon Matrix Model for Educator Evaluation.” Similar evaluation terms may include, but are not limited to: proficient, exemplary, accomplished, or distinguished.

- Meet evidence of “professional leadership practices” by submitting a **portfolio** of current leadership practices. The evidence within the portfolio must:
 - Have occurred within the five years immediately prior to the application for the Teacher Leader License; and
 - Demonstrate that you have fully met at least twelve (12) elements of the existing thirty-seven (37) elements under any of the seven (7) domains of [the Rubric for Teacher Leader Evaluation](#).
 - At least two professional colleagues must substantiate the evidence for each element. Professional colleagues may include coworkers, supervisors, or other professional peers; and
 - The evidence for each element submitted must be unique and separate. For example, an applicant may not reuse evidence from one element to support meeting another element.
 - Please use the [Sample Portfolio](#) as a guide for your application

National Board for Professional Teacher Standards Certification

If you have obtained the National Board for Professional Teacher Standards Certification, you may use the same evidence to qualify for the Teacher Leader license. The national board evidence must:

- Have occurred in the five years immediately prior to the application for the Teacher Leader License; and
- Document how your board certification and subsequent professional practice meets at least twelve (12) elements of the existing thirty-seven (37) elements under any of the seven (7) domains of the [Rubric for Teacher Leader Evaluation](#).

To apply for the TEACHER LEADER LICENSE:

Step 1: Submit an application and payment to the e-licensing system on the TSPC website.

(License category: **Teacher** | Application Type: **New** | License Type: **Teacher Leader**)

Step 2: Complete your portfolio of teacher leadership activities and evidence. The portfolio must:

- Clearly identify the date of the leadership activities or evidence;
- Clearly identify which **domain and element** of the [Rubric for Teacher Leader Evaluation](#) the evidence is supporting. The applicant must meet at least twelve (12) elements of the thirty-seven (37) elements contained in the rubric. The 12 elements may be from any of the seven (7) domains.
- Provide verification from at least two colleagues for each leadership activity submitted as evidence.
- Please use the [Sample Portfolio](#) as a guide for your application

For more information on the portfolios and rubric:

- [TSPC Rubric for Teacher Leader Evaluation](#)
- [Sample Portfolio](#) – please use this as a guide for your portfolio of leadership activities
- [General Information on Teacher Leader Standards](#)

Step 3: Submit your portfolio:

- Electronically to: trent.danowski@oregon.gov. Please submit as a PDF and put “Teacher Leader Application” in the subject line of the email.
- Mail to: TSPC | 250 Division St NE | Salem, OR 97301 *Please put on the envelope: Attention: Trent Danowski*

Step 4: Submit [affidavit form\(s\)](#) for verifying your evaluations.

- Electronically to: trent.danowski@oregon.gov. Please submit as a PDF and put “Teacher Leader Application” in the subject line of the email.
- Mail to: TSPC | 250 Division St NE | Salem, OR 97301 *Please put on the envelope: Attention: Trent Danowski*
- Please use this [affidavit form](#) for verifying your evaluations.
 - Please review the Minimum Qualifications for Teacher Leader Licensure on page 1 of this document for evaluation requirements.



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How will my application be evaluated for the Teacher Leader License?

After submitting your portfolio of teacher leadership practices, the Commission will evaluate the portfolio based on the [Rubric for Teacher Leader Evaluation](#). The rubric is based on the national teacher leader standards. The Commission is comprised of a majority of teachers currently working in public schools.

When do I need to submit my application?

Completed applications and supporting materials for the Teacher Leader license must be received by TSPC one (1) month prior to the Commission Meeting at which the application materials will be evaluated:

- Applications received by **October 3, 2016** will be evaluated at the November 3-4, 2016 Commission meeting in Salem, Oregon.
- Applications received by **December 26, 2016** will be evaluated at the January 26-27, 2017 Commission meeting in Salem, Oregon.
- Applications received by **March 6, 2017** will be evaluated at the April 6-7, 2017 Commission meeting.
- Applications received by **May 19, 2017** will be evaluated at the June 19-21, 2017 Commission meeting.

Do I need to be present when the Commission evaluates my application?

No. The Commission will only evaluate written evidence from your submitted portfolio.

When will I find out if I qualified for the Teacher Leader License?

You will receive notice of the decision on your application for the Teacher Leader License within two weeks of the Commission meeting.

Please submit any questions about the Teacher Leader License application to:

trent.danowski@oregon.gov.