

PROFESSIONAL PORTFOLIO

The purpose of the professional portfolio is to demonstrate teacher's professional growth over time. A portfolio is structured around specific goals and contains carefully selected artifacts of both student and teacher work related to these goals as well as reflections about those artifacts.

The portfolio should include:

- Instructional and/or professional goals.
- Implementation calendar describing growth benchmarks by the January and April conferences.
- Evidence of progress i.e., artifacts such as lesson plans, video tapes, conferences attended, peer observations, anecdotal records, student work, student performance data, etc.
- Reflective Diary including written comments, questions, and reflections about the evidence provided.

Teachers should follow these steps in preparing the professional portfolio:

- By the end of September, schedule an initial conference with supervisor(s) to discuss goals, an implementation calendar, and appropriate evidence of progress.
- By October 15th, prepare and submit written goals and corresponding implementation calendar to the supervisor.
- During the month of January, schedule a discussion with supervisor(s) to review the portfolio and progress benchmarks.
- During the month of April, schedule an end-of-year discussion with supervisor(s) to review portfolio and finalize submission.