**Building Your Professional Portfolio**

**1.** [**Why create a Professional Portfolio?**](#Why1)

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**1.** **Why Create a Professional Portfolio?**

* A professional portfolio offers the chance **to reflect on your practice** and **collaborate with mentors and colleagues**.
* Like other professionals, **teachers and other certified staff need evidence of their growth and achievement** over time. The professional portfolio is a vehicle for collecting and presenting that evidence.
* We encourage our students to select examples of their work over time to **demonstrate how much they've learned**, and it is **best practice** that we do the same.

"When teachers carefully examine their own practices, those practices are likely to improve. The examples of accomplished practice that portfolios provide also can be studied and adapted for use in other classrooms." – **Dr Kenneth Wolf**, University of Colorado

* Portfolios **allow us to become reflective** about what it is we do. And they **allow us to document** the practices we'd like to preserve and even pass on to others.
* Teacher evaluation requires that teachers demonstrate performance in **4 domains** and **22 components**. Furthermore, each component is composed of several smaller elements, which serve to further define the component. There may be things teachers or certified staff do that administrators may miss during observations and walkthroughs. Portfolios offer a medium to **showcase some of the things professionals do that administrators may not have directly observed**.
* Portfolios are good not only for Evaluation, but **they can also be used as a portfolio with which to interview**.
* Portfolios can be **ongoing exemplars of professional performance**. Teachers and certified staff can continue to add to their portfolio throughout their career.

**2.** **What Tools Are Available to Help Me Create an ePortfolio?**

These sites offer tools teachers and other certified staff can use to create their own ePortfolio:

**Moodle**: <http://moodle2.d214.org/course/view.php?id=810>

This site offers timelines and evaluation rubrics for teachers and other certified staff.

**Google Sites:** <https://sites.google.com/a/d214.org/214-professional-portfolio/>

This site offers a template for teachers to copy and use to create their own portfolio.

**YouTube Video:** <http://www.youtube.com/watch?v=T0HjyihYiD8&feature=youtu.be>

This is an online video that demonstrates how to make an ePortfolio.

**EA Website:** <http://www.d214ea.org/ea/>

**\*NOTE:** **An ePortfolio CANNOT be used as a substitute for Domain 4 in TalentEd**.

Be sure to create a link in **TalentEd** (*official record*) to your **Google Site ePortfolio**.

**3.** **What Are POGs?**

POGs are **Peer Observation Groups** and are a great resource for staff to use to obtain feedback and gather evidence such as video recordings and peer feedback. **Participation in POGs is optional**, and **feedback is confidential**. This group is led by **Linda Ashida.**

**POGs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **E-Mail** | **Building** | **Contact** |

|  |  |  |  |
| --- | --- | --- | --- |
| Linda Ashida | linda.ashida@d214.org | EGHS | (847)718-4719  |

**4.** **Who Else Can I Go To For Help?**

The following EGHS staff became certified Teacher Evaluators through the **District 214 Education Association** and can assist you with evaluation questions:

**Evaluator Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **E-Mail** | **Building** | **Contact** |

|  |  |  |  |
| --- | --- | --- | --- |
|  Jim Arey | jim.arey@d214.org | EGHS | (847)718-4665  |
| Robert Pomazak | robert.pomazak@d214.org | EGHS | (847)718-4670  |
| Gerri Songer | gerri.songer@d214.org | EGHS | (847)718-4701 |

Staff who participated in a Danielson Study Group can also assist you with components of the Danielson Model:

**Danielson Study Group**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **E-Mail** | **Building** | **Contact** |

|  |  |  |  |
| --- | --- | --- | --- |
|  Gerri Songer | gerri.songer@d214.org | EGHS | (847)718-4701 |
|  Corinne Delzer  | corinne.delzer@d214.org | EGHS | (847)718-4725  |
|  Kristen Harding  | kristen.harding@d214.org | EGHS | (847)718-4430  |
|  Robert Pomazak  | robert.pomazak@d214.org | EGHS | (847)718-4670  |
|  Jim Wills  | jim.wills@d214.org | EGHS | (847)718-4658  |

**5. What Digital Materials Can I Include in My ePortfolio?**

You may want to have a conversation with your administrator to discuss possible artifacts that you may include in your portfolio. Other ideas are as follows:

**DOMAIN 1:**

**PLANNING AND PREPARATION**

**1a:**Demonstrating Knowledge of Content and Pedagogy

**1b:**Demonstrating Knowledge of Students

**1c:**Selecting Instructional Goals

**1d:**Demonstrating Knowledge of Resources

**1e:**Designing Coherent Instruction

**1f:** Assessing Student Learning

Examples of artifacts aligned to this Domain:

**•  Lesson Plan**

**•  Unit Plan**

**•  Website/LMS**

**•  Student Survey**

**•  Cross-curricular Project**

**•  Rubric**

**•  Individualized Lesson Plan**

**•  PowerPoint Slides**

**•  Assessments**

**DOMAIN 2:**

**THE CLASSROOM ENVIRONMENT**

**2a:**Creating an Environment of Respect and Rapport

**2b:**Establishing a Culture for Learning

**2c:**Managing Classroom Procedures

**2d:**Managing Student Behavior

**2e:**Organizing Physical Space

Examples of artifacts aligned to this Domain:

**•  Website/LMS**

**•  Seating Chart**

**•  Classroom Management Plan**

**•  Behavior Plan/Contract**

**•  Syllabus**

**•  Classroom Rules/Procedures/Expectations**

**DOMAIN 3:**

**INSTRUCTION**

**3a:**Communicating Clearly and Accurately

**3b:**Using Questioning and Discussion Techniques

**3c:**Engaging Students in Learning

**3d:**Providing Feedback to Students

**3e:**Demonstrating Flexibility and Responsiveness

Examples of artifacts aligned to this Domain:

**•  Evidence of Interdisciplinary Instruction**

**•  Website/LMS**

**•  Evidence of Feedback to Students (student work, rubric, assessment)**

**•  PowerPoint slides**

**•  Evidence of Classroom Discussion**

**•  Evidence of Lesson Adjustment**

**DOMAIN 4:**

**PROFESSIONAL RESPONSIBILITIES**

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**4a:**Reflecting on Teaching

**4b:**Maintaining Accurate Records

**4c:**Communicating with Families

**4d:**Contributing to the School and District

**4e:**Growing and Developing Professionally

**4f:** Showing Professionalism

Examples of artifacts aligned to this Domain:

**•  Journal Entry**

**•  Evidence of PD Experience**

**•  Website/LMS**

**•  Communication Log**

**•  Action Research**

**•  Grade Book (Teacher Logic)**

**•  Evidence of Collaboration**

**•  Parent Survey**

**•  Evidence of Parent Feedback**

**•  PLC/PLT Work**

**\* This is not intended to be a comprehensive list.**Feel free to include other artifacts that apply to your role and align to the Domains.