

District OR-1 Public Schools
Certified Staff Evaluation
Framework Instruction Sheet for Creating a Professional Portfolio

Purpose: Individual probationary Certified Staff portfolios shall provide an opportunity for self-reflection and analysis as well as allow the Certified Staff member to demonstrate competency in the Elements of Effective Instruction.

Probationary Certified Staff will be required to complete an individual Portfolio of Artifacts, which demonstrates competency in the elements to be selected each year by the evaluating administrator. Each year the Certified Staff will continue to add to the portfolio with completion expected at the end of the three probationary years.

Possible Contents: This list of items should not be considered to be all inclusive but as suggestions for possible inclusions in the professional portfolio.

- Unit plan – Illustrates a Certified Staff member’s skill in designing coherent instruction
- Instructional Plan for a single lesson – Provides information about the different components in Domains I & II.
- Samples of assessment procedures – Provides information on a Certified Staff member’s approach to assessment.
- Knowledge of students and resources – Helps Certified Staff reflect on and demonstrate skill in learning about both the students and the resources available.
- Video of class – Reveals a Certified Staff member’s skill in interacting with students. Not all elements of a component will be demonstrated in a single video segment. Through a video, the observer misses much of what is important in the classroom.
- Instructional artifacts of in-class assignments or homework – Such a sample may include the following elements:
 1. Name of the topic or concept to be developed
 2. Certified Staff intent in giving the assignment: What will the students learn?
 3. Directions to students on what they are to do with respect to the topic
 4. Actual material that students use
 5. Sample of student work
 6. A commentary describing the value of the assignment in promoting student learning
- Samples of student work – Demonstrates the extent of student engagement
- Reflection sheet – Provide opportunity for the Certified Staff to reflect on a particular lesson. Used in conjunction with a videotape or instructional artifact.
- Logs – Family contact, participation in school and district projects, professional contributions, professional development.
- Research log – Provides a vehicle for a Certified Staff member’s approach to asking questions about teaching, such as the effectiveness of different instructional approaches, and seeking answers, summarizing and drawing conclusions.
- Samples of technology – Demonstrates Certified Staff member’s use and student use of technology
- Peer observations- Provides evidence of progress toward achieving a professional growth goal. Used as a source for new ideas.

Cassidy Buescher
Fall 2016 Entry E (O)
11/20/2016
Probationary Portfolio Framework

In supporting new teachers, it is essential to establish practices of self reflection, evaluation, and improvement early in the first year of teaching. District OR 1 requires probationary staff to complete a portfolio representative of their skills and experiences in their first three years. I obtained and shared this portfolio content checklist and discussed it with my new teacher mentee. Together we viewed the exemplar portfolio of a previous teacher, discussed possibilities specific to her teaching experience, and brainstormed ideas for her to include in her portfolio. An Organizational Leader understands the processes not only for the recruitment and selection of personnel but for the *induction* of new teachers and keeping them well-informed about the process and requirements they will encounter early on as new teachers. Getting this information and developing such a portfolio early in her first year as an educator will help this new teacher make self-reflection routine and self-evaluation a customary part of her profession, along with fulfilling the requirements set out by the district.