

CHARLOTTE DANIELSON'S PROFESSIONAL EVALUATION PORTFOLIO: HOW TO DEVELOP, ORGANIZE AND 'SHOW' EVERYTHING YOU DO! JANUARY 4, 2016

Presented by...

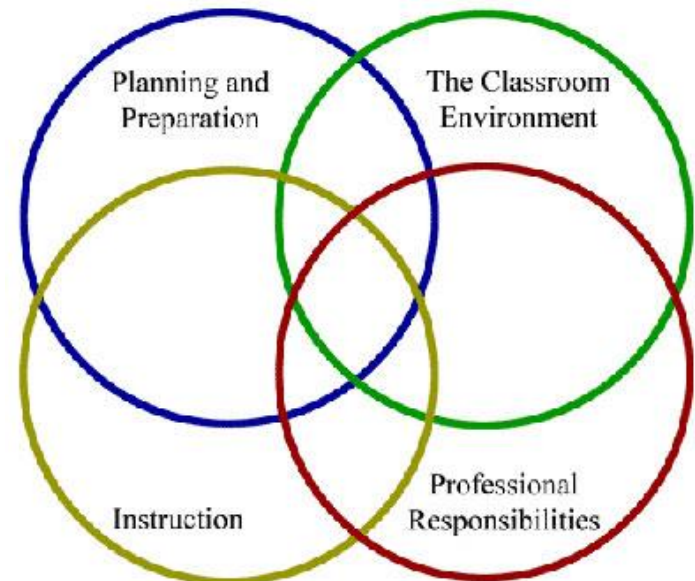
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Danielson's Four Domains



IN-SERVICE AGENDA- YOUR PROFESSIONAL EVALUATION PORTFOLIO (PART ONE)

- What is Charlotte Danielson's framework for teaching?

[Danielson's Teaching Framework](#) (video)

○ – Portfolio basics

○ – Benefits of Portfolios



PROFESSIONAL EVALUATION PORTFOLIO • WHAT IS IT? PORTFOLIO BASICS...

- **A compilation of teaching activities (artifacts) and practices (written reflections) organized within an easily accessible binder or eportfolio**
- **Not a snapshot, rather portfolios offer administrators a total picture, from beginning to end of school year**



PROFESSIONAL EVALUATION PORTFOLIO • WHAT IS IT? PORTFOLIO BASICS...

- **It's a Living, Working Document – save evidence**
- **An ongoing process – NOT a scrapbook; be selective of what is included**
- **It's quality not quantity!**



EVALUATION PORTFOLIO

WHY I NEED ONE?

- **All employees will need some type of ongoing organizational system for the evaluation process.**
- **The evaluation model by Danielson is more employee driven.**
- **A portfolio should be more than a miscellaneous collection of artifacts or an extended list of professional activities.**
- **It should carefully and thoughtfully document a set of accomplishments attained over an extended period of time that contributes to student achievement.**



WHAT ARE THE BENEFITS?

- **The chance to reflect on our practice. Portfolio development is an important growth experience.**
- **Portfolio presents selected information on teaching activities and solid evidence of their effectiveness.**
- **Allows us to collaborate with mentors, other colleagues and administrators.**
- **Contributes to student achievement and growth.**



IN-SERVICE AGENDA- YOUR PROFESSIONAL EVALUATION PORTFOLIO (PART TWO)

Basic Layout and Design...Include the Four Domains:

- Domain 1- Planning and Preparation**
- Domain 2- Classroom Environment**
- Domain 3-Instruction**
- Domain 4- Professional
Responsibilities**



DOMAIN 1 – PLANNING AND PREPARATION: ARTIFACTS MAY BE . . .

- **Lesson and Unit Plans**
- **Cross curricular Projects**
- **Communication with counselors/administrators/resource room teachers/special area teachers/support staff (phone logs, emails, meeting logs, progress reports)**
- **Readings from professional journals, educational publishing/online resources**
- **Curriculum writing**
- **Grant writing (proposed and/or awarded)**
- **Self-reflections**
- **Observation meetings with supervisor**
- **Teacher-created resources**
- **Grade level meetings**
- **Complete and/or read IEP forms (no student names)**
- **Team meetings**
- **Artifacts of technology use (PowerPoint presentations, pod casts, teacher-developed websites or use of educational websites or programs)**



DOMAIN 2 – THE CLASSROOM ENVIRONMENT: ARTIFACTS MAY BE . . .

- **Created bulletin boards**
- **Displayed student work**
- **Displayed class rules, inspirational posters**
- **Artifacts depicting management of student behavioral procedures**
- **Student Leadership**
- **Class contract establishing expectations**
- **Artifacts depicting classroom management procedures**
- **Artifacts depicting organizational procedures**
- **Covey's 7 habits**



DOMAIN 3 – INSTRUCTION: ARTIFACTS MAY BE. . .

- **Samples of student work (projects, homework, labs, independent readings, essays, etc.)**
- **Assessment tools (quizzes, exams, reading activities)**
- **Field trip/guest speaker records**
- **Records of contests entered and/or won by students**
- **Samples of homework assignments**
- **Samples of differentiated instruction**
- **Artifacts of motivational activities**
- **Examples of independent study activities**
- **Examples of group work activities**



DOMAIN 4 – PROFESSIONAL RESPONSIBILITIES: ARTIFACTS MAY BE . . .

- **Communication with families** (phone log, progress reports, report cards, class contracts, emails, web-site, letters)
- **Maintenance of records** (grade books, attendance, discipline, portfolios, other resources)
- **Professional development**
- **Departmental meetings, building meetings, district meetings, superintendent conference days, continuing education, in-service courses, conferences**
- **College courses, national board certification, additional certifications**
- **Membership in professional/community organizations** (IL Reading Council, IEA/NEA, etc.)
- **Extra-curricular activities** (applied for/or granted coaching positions for sports, clubs, supervisions)
- **School programs**
- **Committee involvement** (school or district level)
- **Presentations to colleagues**
- **Cooperating teacher for a student teacher, mentoring a teacher**



IN-SERVICE AGENDA- YOUR PROFESSIONAL EVALUATION PORTFOLIO (PART THREE)

- – Traditional Portfolio: 3-ring binder**
- – E Portfolio: using technology & the digital age**
- -EvaluWise**



SHOWCASING & CELEBRATING USING A DIGITAL FORMAT



- Office 365 One Note
- EduClipper (free) – Use EduClipper to create a board for each domain and then attach clips to evidence and artifacts. Clips can be anything! Photos, documents, videos and more.
- Wiki (free with Wikispaces for educators) – Create a wiki and make a link in the sidebar for each domain. When you click on each domain, have that have links to each component. As you demonstrate effectiveness in various ways, share it on the wiki and then link that page to the appropriate component.



SHOWCASING & CELEBRATING USING A DIGITAL FORMAT

- **Flickr** (free version) – Flickr is a video and photo sharing site. For each picture or video you can include a comment and description. With Flickr, you have a few choices. You could simply tag your pictures and videos to the corresponding domain and components or you can make an album for each domain that contains photos and videos of artifacts and evidence aligned to each of the components.

- **Popular Apps**

- – **Evernote**
- – **VoiceThread**
- – **Three Ring**



DIGITAL EXAMPLES

- **My Teacher Evaluation Artifact Portfolio –**
- **<http://jenjonesportfolio.weebly.com>**
- **<http://carnaghiteachingportfolio.weebly.com/>**

- **www.portfoliogen.com**
Has the ability to password protect images and files

- **<http://techdialogue.wordpress.com/2013/01/04/how-to-create-a-digital-professional-portfolio/>**



IN-SERVICE AGENDA- YOUR PROFESSIONAL EVALUATION PORTFOLIO (PART FOUR)

WHAT IS AN ARTIFACT?

- An Artifact is a piece of documentation.**
- Each artifact should be accompanied by a brief, identifying description. (type/write on back of artifact if you choose)**
- For each artifact Include:**
 - Title of the Artifact**
 - Date Produced**
 - Description of the Context**
 - Purpose, Evaluation or other Comments**
- Be Specific and Reflective!**



TEACHER LEADERSHIP ARTIFACTS MAY BE . . .

- **Lesson and/or Unit Plans**
- **Journals**
- **Student Handbooks**
- **Student Work**
- **School Improvement Planning**
- **Service on Committees**
- **Mission, Values & Vision**
- **Class Rules and Procedures**
- **Surveys (parent or student)**
- **Discipline Records**
- **Coaching**
- **Formal and Informal mentoring**
- **Lead Staff Development**
- **Membership in Professional Organizations**
- **Present at Staff Meetings and Conferences**
- **Continuing Education Credits**
- **Positive Relationships**



STUDENTS, FAMILIES AND COMMUNITY

ARTIFACTS MAY BE . . .

- **Student Profiles**
- **Student Surveys**
- **Progress Monitoring Data**
- **Referral Data**
- **Accommodation of IEP goals**
- **Parent Conference documents**
- **Parent Teacher Communication Logs**
- **Classroom Newsletters**
- **Community Presence**
- **Cultural awareness lessons**
- **Use of technology**



REFLECTIVE PRACTICE ARTIFACTS MAY BE . . .

- **Lesson plans**
- **Seeks co-teaching opportunities**
- **Professional growth plan**
- **Completion of professional development**
- **Utilizes professional library**
- **Book Studies**
- **Solicits assistance to improve instructional practice**
- **Student work**
- **Conducts action research**
- **Formative and summative data**
- **Reads and implements instructional practices from professional research journals**



ARTIFACT ADDITIONAL TIPS

- **Student Work** – Include samples of your students' work throughout the year. This displays your success through student improvement as well provides concrete examples of the activities included in your lesson plans.
- **Pictures & Videos** – Make sure you have parental permission to photograph.



ARTIFACT ADDITIONAL TIPS

- **Individualized Education Plans (IEPs)** – Make sure to remove student identifying information from artifacts
- **Observations** – Write observations of the proficiency of your lessons. Include notes of successful activities as well as reactions from students that demonstrated the need for improvement. **Write about how you would improve the lesson in the future.** This shows your ability to think critically about your own performance and make adjustments as necessary. State purpose of lesson for students (especially for formal evaluation) and allow for student-initiation



PROFESSIONAL EVALUATION PORTFOLIO – CONCLUSION

- **Review your artifacts often**
 - **Identify gaps in your collection of artifacts; and**
 - **Make a plan of how to obtain needed artifacts**
- **Make sure you have everything you need**
 - **Digital: an E-Portfolio site**
 - **Traditional: a Binder, dividers, sheet protectors, pocket folders, tabs (make sure they stick out)**
- **Professional Presentation – neat, organized & easy to follow**



QUESTIONS AND ANSWERS

- **Contact Brenda Zessin and Dana Ludwig at QJHS!**
- **Contact Katelyn Gottier and Katie Vidal at QHS!**
- **Have a Great 2016!**



REFERENCES

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